


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure SS_103	
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		Last Revision Date: 12/15/14	
		Effective Date:	
Section		Subject	Title Reporting Student Death or Serious Injury

The purpose of this policy is to provide clear and consistent communication with the college community, to limit negative effects caused by the circulation of misinformation, to demonstrate respect for the families of students affected by tragedy, and to allow for delivery of support services to students and others affected by the tragedy.

1. Notifying Personnel
 - a. If an LDCC student dies or is seriously injured, College Police will notify the Chancellor, Vice Chancellor for Student Affairs and the Director of Public Relations.

2. Notification of Kin
 - a. If a student dies on- campus, notification of next-of-kin will be coordinated by the Vice Chancellor for Student Affairs, Campus Director, and College Police.

 - b. The Chancellor will issue a letter of condolence to the family of any LDCC deceased student.

3. Public Release of Information
 - a. All public release of information and communication with the media related to a student's death or serious injury on-campus will be coordinated by the College's Public Relations Department in consultation with the Office of the Chancellor.