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| Policy Name: | STUDENT CRITICAL INCIDENT |  |
| Approved By: | President's Council and Board of Governors | |
| Approval Date: | 2025 | |
| Next Scheduled Renewal Date: | January 2030 | |
| Policy Holder: | VP, Academic, Students, and International | |
| Operational Lead: | Registrar and AVP Students | |
| Policy Number: | ADM-014 | |

STUDENT CRITICAL INCIDENT POLICY

1.00 PURPOSE

- 1.1 The purpose of this policy is to provide an orderly, effective, and caring response in the event of a Student involved in a Critical Incident or a Student Fatality.

2.00 DEFINITIONS

- 2.1 **Coast Mountain College (CMTN):** A college designated under the *College and Institute Act*.
- 2.2 **Critical Incident:** Any life-altering injury to a Student or the fatality of a Student.
- 2.3 **Student:** An individual who is registered in a course or program at the College, including individuals who are registered in a course or program as a result of a partnership (e.g., dual credit or dual enrolment), or who are taking classes part-time. Individuals are still considered students for the purpose of this policy if they are on a scheduled program break.

3.00 POLICY STATEMENT

- 3.1 CMTN recognizes that a Critical Incident is a tragedy for the Student's family, friends, and the College community.
- 3.2 CMTN will exercise a compassionate, coordinated, and timely response, appropriate to the circumstances, and consistent with the wishes of the family or next-of-kin.

4.00 SCOPE

- 4.1 This policy applies to CMTN's administrative response to a Critical Incident involving a student.
- a) The response to the life-altering injury or fatality of a former student will be assessed on a case-by-case basis.
- 4.2 In the event of a Critical Incident, a number of individuals and departments will be notified in order to support the College's administrative response.

- a) Employees shall use discretion in the use, access, and disclosure of information related to the Student and the circumstances surrounding the Critical Incident.
- b) Any information provided will be verified for accuracy and considered carefully before being conveyed to the College community, media (if appropriate), family, or next-of-kin.
- c) Use, access, and disclosure of personal information will be in accordance with the BC *Freedom of Information and Protection of Privacy Act*.

5.00 COLLEGE ACTIONS

- 5.1 CMTN is committed to responding to the Critical Incident in a compassionate and respectful manner that is appropriate based on the circumstances.
 - a) It is important to facilitate the support and/or grieving process as well as stabilize the environment by reducing the highly emotional tone of the campus, bringing it back to its more ordinary state.
- 5.2 CMTN's actions will be guided by respect, sensitivity, and compassion for the Student, family, relevant cultural aspects and responsibilities, the specific campus, and all affected by the tragedy.
- 5.3 CMTN will:
 - a) act with discretion in the disclosure of information and compliance with all relevant legislation
 - b) communicate in a clear and timely manner to minimize the amount of distress to the family and next-of-kin
 - c) communicate and provide relevant information in a clear and timely manner to the College community
 - d) initiate relevant supports and services in a timely manner to minimize impact on other students and employees
 - e) cooperate with external officials, and Indigenous communities, as required.

6.00 RESPONSIBILITIES

- 6.1 The Vice-President Academic, Students, and International, or Designate, is responsible for mobilizing and coordinating the College's administrative response to the Critical Incident, including assembling the Response Team as set out in ADM-014P, *Student Critical Incident Procedure*.
- 6.2 The Vice-President Academic, Students, and International or Designate will work with respective administrators and will act as the primary contact for the student's family or next-of-kin.

7.00 RELATED POLICIES AND PROCEDURES

- 7.1 ADM-014P, *Student Critical Incident Procedure*

8.00 OTHER SUPPORTING DOCUMENTS

8.1 BC [Freedom of Information and Protection of Privacy Act](#)

8.2 BC [Limitation Act](#)

8.3 BC [Coroners Act](#)

9.00 HISTORY

| Created/Revised/ Reviewed | Date | Author's Name and Role | Approved By |
|------------------------------|--------------|---|-------------|
| Created | July 2024 | T. Kunkel, Vice-President Academic, Students, and International | |
| Revised | January 2025 | A. Bajwa, Registrar and AVP Students | |
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