

**Effective:** February 28, 2022

**STUDENT AFFAIRS POLICY  
LOSS OF LIFE**

**Approved:** February 28, 2022  
President's Cabinet

**PURPOSE**

This policy is intended to assist Millersville University personnel who gain first knowledge of a loss of life and the involvement in necessary actions as a result of unfortunate events. Such a policy shall ease the administrative burden of other University offices and address the needs of the family.

**DEFINITIONS**

**Community Members:** consist of current students, faculty, staff, administrators, council of trustee members and those with emeriti status.

**Community Loss of Life Response Team (CLLRT):** a campus administrative group consisting of the Vice President for Student Affairs, University Chief of Police, Chief of Staff, Director of Communications, University Registrar, Director of Environmental Health and Safety, Executive Director of Human Resources. This team will be Coordinated by the Vice President for Student Affairs as well as the Executive Director of Human Resources, referred to as the Coordinators of CLLRT.

**Initial Response to a University Community Loss of Life**

- A. Occurring on campus: In the event of an on-campus loss of life responded to by the Millersville University Police Department (MUPD), MUPD should attempt to notify the Coordinators of the CLLRT.
- B. Occurring off campus: In the event of an off-campus loss of life, the Coordinators of CLLRT should be notified as soon as campus staff receives information about a death. In cases where the death is recent or may be expected to have significant adverse impact on the campus community, all matters concerning the death should be referred to the CLLRT for coordination. In all cases, when a member of the Millersville University community learns of a loss of life, they should contact the Vice President for Student Affairs (717) 871-7083 or the Executive Director of Human Resources at (717) 871-4244. If after hours, MUPD should be contacted at (717) 871-4357. If possible the following information should be provided to the CLLRT:
  - o Name of the deceased.
  - o Date, time and location of death
  - o Circumstances surrounding the death

- Source of notification of the death.
  - If a student their ID number
  - If a student, whether the deceased was a resident on campus.
  - If an employee, the area they worked in.
- C. Notifications and Other Responses: upon receiving notification of a loss of life of a community member, the CLLRT will ask MUPD to verify information. The CLLRT will then notify the following individuals and/or offices:
- University President
  - Provost and Vice President for Academic Affairs
  - Vice President for Finance and Administration
  - Vice President for Advancement
  - Chief Information Officer.
  - University Housing and Conference Services (student)
  - Student Financial Services. (student)
  - Dean of the College (student)
  - International Student Programs (student)
  - Current faculty of student and Academic Advisor (student)
  - Athletics (student)
  - Campus employer