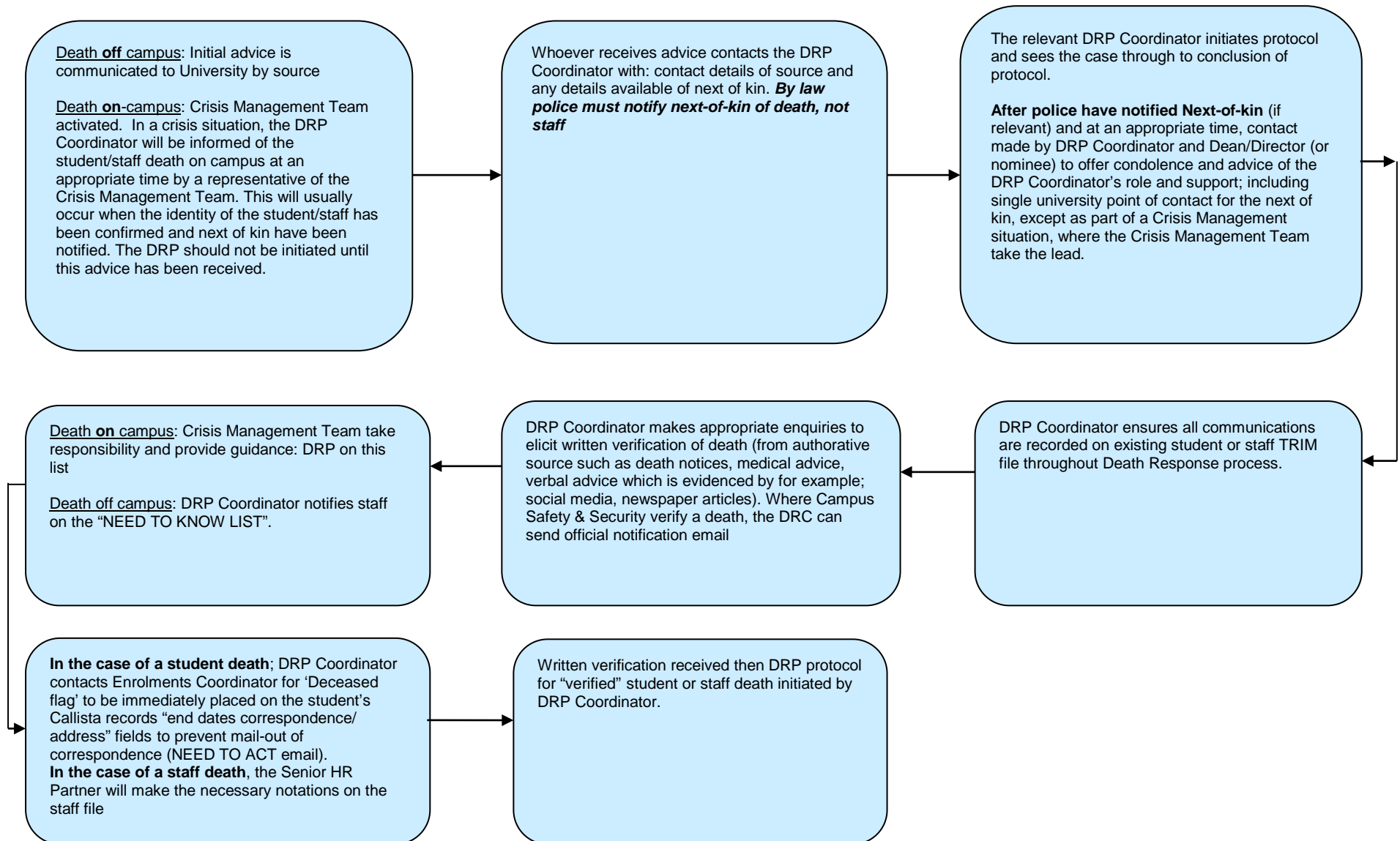
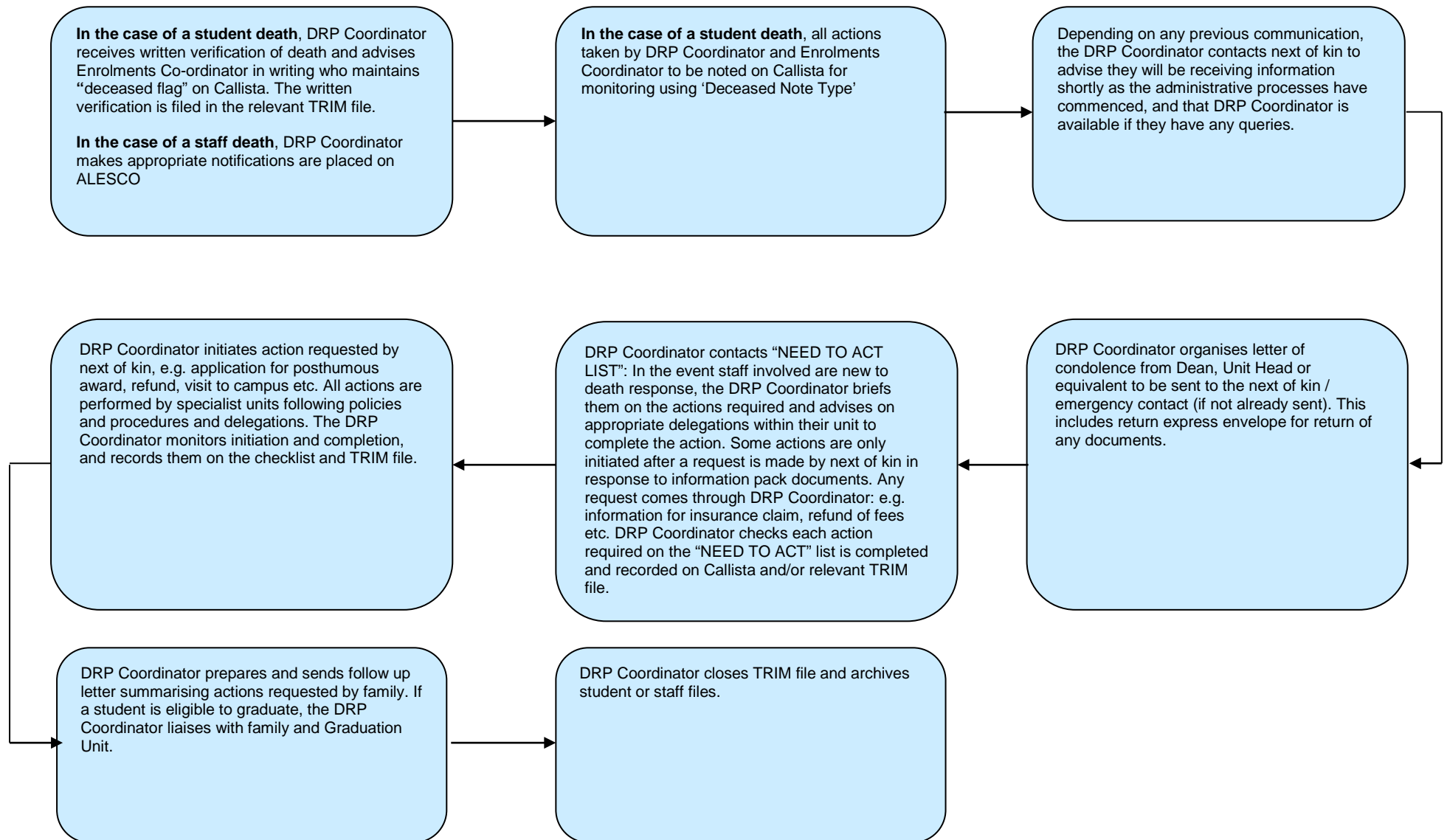


Death Response Plan (DRP)

INITIAL NOTIFICATION - **UNVERIFIED DEATH** RESPONSE



Death Response Plan (DRP) **VERIFIED** DEATH - RESPONSE



DRP Coordinator “**NEED TO KNOW**” LIST - **NOTIFICATION OF UNVERIFIED DEATH**

Contact	Reason/Action	Actioned
Vice-Chancellor and President	For noting student and staff death	
Vice-President (People and Advancement)	For noting student and staff death	
Executive Director, Human Resources	For noting staff death only Executive Director to alert relevant Senior HR Partner (DRP Coordinator)	
Dean/Director or equivalent	Student and staff death For action: student death For required condolence communication initiated by DRP Coordinator Dean to alert relevant Deputy Deans Director to alert senior staff For action: staff death To nominate a School/Unit coordinator to work with the DRP Coordinator (Senior HR Partner)	
Director, Student Administration	For noting student death only Upon verification, Director, Student Administration to direct heads of relevant areas to action local protocols.	
Deputy Vice Chancellor and Vice-President (Academic)	For noting student death only Upon verification, DVC and VP (A) to direct heads of relevant areas to action local protocols <i>(particularly in relation to Aboriginal and Torres Strait Islander (ATSI) students and members of The Academy)</i>	
Chief Student Experience Officer	For noting student death only	
School Manager or equivalent	For noting student and staff death Upon verification, may need to provide student academic record information if student is recommended for posthumous graduation For liaison with relevant Senior HR Partner (if nominated by Dean)	
Director Academic Program	For noting student death only Upon verification, DAP to informing relevant staff and students on need-to-know basis	
University Librarian	For noting student and staff death To ensure any correspondence to student/staff member ceases.	
Director, Campus Safety and Security	For noting student and staff death	

Director, Estate and Commercial (as liaison between the University & Campus Living Village) (if relevant)	Residential student death only To coordinate securing student's property and privacy To liaise with emergency management/crisis management and recovery plan officers if relevant	
Executive Director, Academic Studies (The College)	Student (College) and staff death For action: student death For required condolence communication initiated by DRP Coordinator CEO to alert relevant Deputy Deans For action: staff death To nominate a College representative to work with the DRP Coordinator (Senior HR Partner)	
Executive Director, Academic Studies (The College)	For noting College student death only Upon verification, inform relevant staff and students on need-to-know basis	
Pro Vice-Chancellor (International) (if relevant)	For noting student death only To alert consulate of potential death Upon verification, to liaise with Department of Home Affairs (immigration) and consulates	
Executive Director, Student Services	For noting student and staff death To alert Counseling, Chaplaincy in the event services are sought by self-referrals	
Dean, Graduate Studies, Graduate Research School	For noting student death only Upon verification, if posthumous award recommended may oversee as Chair of Research Studies Committee	
Scholarships	For noting student death only	
Director Of Corporate Communications	For noting and action as required; student and staff death	

DRP Coordinator “**NEED TO ACT**” LIST - **ONCE DEATH HAS BEEN VERIFIED**

Contact	Reason/Action	Actioned
All of “NEED TO KNOW” list	As appropriate in relation to student/staff death Send notification to confirm that death is verified and that Units should commence their required local protocols/ actions	
Relevant Senior HR Partner	For staff death only	
Enrolments Coordinator	For student death only For Student record actions; funds protection; tuition refund: legal guardians /estate only	
Scholarships	For student death only To take any action necessary should the student have been the recipient of a scholarship	
Graduation Coordinator (if relevant)	For student death only Where the student is awarded a posthumous award, or where the student is a graduand and was due to attend graduation.	
School Deputy Deans or equivalents	For student death only For noting if an application for a posthumous award is submitted to the relevant College committee	
Executive Director, Academic Studies (The College)	<u>For College students only</u>	
University Librarian	For student and staff death To suspend fines	
Information Technology and Digital Services	For student and staff death To request to suspend but not delete account (in the event of coronial enquiry) (via: ltids-dsr-security@westernsydney.edu.au (in the global list as DSSR-Security)	
Finance Office (Insurance and Tax Accountant) (if relevant)	For student and staff death If an accidental death or other death situation covered by insurance policy	
Alumni Relations Unit (if relevant)	For student death only For graduates or graduands to suspend contact.	
Via Campus Safety and Security - Police liaison (if relevant)	For student and staff death (e.g. if there are investigations for coroner or courts)	
Dean/Campus Provost/ Alumni Relations	For student and staff death	

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Manager (as relevant)	Depending on requests from family/staff/students (e.g. campus visits, erection of a memorial (see https://policies.westernsydney.edu.au/document/view.current.php?id=238))	
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LETTER OF CONDOLENCE (student death only – staff death correspondence will be managed by the Senior HR Partners)

The DRP Coordinator is to ensure that next of kin have received relevant information and have had an opportunity to act on it. For each death the DRP Coordinator will send a letter of condolence signed by the relevant senior staff member. At the same time, the DRP Coordinator may send other information based on communications with the next of kin (if any). In such cases the DRP Coordinator will seek the information from the relevant units.

Information may be sent as a single “pack” or, if the communications with the next of kin indicate that a staged information process is more appropriate, in smaller mailings (particularly in relation to posthumous awards). Families will often “set the pace” and guide what amount of information they want and when.

The pack may include:

- ***Before the School can communicate to the family regarding posthumous graduation, approval from School Academic Committee (SAC) and notification to Academic Senate and Senate Assessment Committee is required.*** If the student is eligible, as per policy, commence the process to seek approval from SAC and then notify Academic Senate and Senate Assessment Committee. Once approval from SAC is provided, information about posthumous award eligibility can be discussed.
- Letter/s of condolence (double checked for wording, accuracy of student name and details, and personal signature from the Dean. If the Dean is unavailable, the most senior academic officer available in the School is required).
- List of contents attached to the condolence letter (if any) and what will happen / indicative timeframe.
- Pre-paid return envelope
- Information on refunds of fees and other charges refunds and how to apply
- If death accidental – insurance information
- For International students - liaison with government departments and consulates should be through the Pro Vice-Chancellor (International). The Pro Vice-Chancellor (International) should liaise with the relevant DRP Coordinator.