


Policy Name:	STUDENT CRITICAL INCIDENT	
Approved By:	President's Council and Board of Governors	
Approval Date:	April 11, 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
 - f) cooperate with Indigenous communities in a culturally sensitive and appropriate manner.

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	Apr. 11, 2025	Vice-President Academic, Students, and International	Board of Governors