

# My Action Plan

## Before a student death occurs: Outreach, Education & Preparation

### Outreach

Who can I connect with on my campus? In the community?

What law enforcement/emergency response agencies exist in my community?

What is our campus-wide emergency response plan? Our reporting structure?

What resources do we have to locate translators; people familiar with cultural customs?

### Education

What information do we need to share with our students before they arrive? Once they are in the US?

What do we need to encourage our students to do?

How can we communicate effectively with our students?

### Preparation

What kind of emergency procedure do we already have?

How can we improve our procedures?

How does our office currently train staff? What do we need to do to train staff?

How should we prepare for an incident involving a former student that is still on our document (OPT, Academic Training, etc.)?

What kinds of procedures/policies exist for health insurance requirements?

What laws and institutions rules might affect our response?

What information do we need to collect to work with Consulates/Embassies & government officials?

## Coping with a Student Death

## **When a student death occurs: Fact Gathering & Coordination**

### Fact Gathering

What information do we need to gather about the student/incident? What is the most effective way to gather this information?

Who do we need to keep informed? How can we inform them?

Did the student own a home? Have children? How does that affect their estate in my state?

### Coordination with Family & Friends

How can we work with families in an effective and supportive way?

How does our campus coordinate the family visit?

How can we provide support to family/friends of the student or students?

How do we work with the home country and/or Consulate?

### Coordination with Campus & Community

Who informs the family?

What does the family want the university involvement to be? What does it need to be?

What will other offices/response units do?

## **After a student death: Family & Friends, University & You**

### Family & Friends

What, if any, memorial or remembrance does the family/friends want? How can we assist with those requests?

Is there an assistance we can or may provide to families once they return to their home country?

### University

What are possible academic issues—ie pending fees/bills, etc and how do we handle them?

How do we support institution staff & faculty that were connected to the student?

How can we review our office's response to the incident?

### You

How should we assist staff member(s) to decompress after an incident?

## **Coping with a Student Death**