

## **CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

### **PROCEDURE FOR EMERGENCY CONTACT NOTIFICATION OF AN INJURED, IMPAIRED OR DECEASED STUDENT**

This procedure was developed to deal with situations where students may become impaired on or off campus or when the death of a student occurs.

#### **Notifications on an Injured or Impaired Student**

Impairments or injuries may include but are not limited to serious injury, hospitalization, injury due to drug overdose, alcohol use, suicide attempt, when the student expresses the intention to harm self or others or when a student is not capable of immediate and/or coherent communication.

##### **On-Campus Notifications:**

In the event an impaired or injured student is discovered on campus, contact the office of the Vice President for Student Affairs at (909) 537-5185. The Vice President for Student Affairs will notify University Police, the President and other offices as appropriate.

If the student is discovered in on-campus housing, the Director of Housing and Residential Life will notify the Vice President, Student Affairs and the Associate Vice President, Student Development.

If anyone on campus is notified that a student was injured or impaired off campus, they should refer the student or parent to the office of the Vice President for Student Affairs (909) 537-5185.

##### **Off- Campus Notifications:**

If the student is an on-campus housing student, the Director of Housing and Residential Life will notify the student's emergency contact as listed on his/her application or in the student information database. For students not living on campus, the Vice President, Student Affairs or designee will notify the student's emergency contact as listed on his/her application or in the student information database.

#### **Notification on Death of a Student**

The county office of the Coroner will notify the next of kin or indicated emergency contact individual. The Vice President, Student Affairs will contact next of kin or indicated emergency contact individual once official notification of the death of a student has been received to offer assistance on behalf of the university. The Vice President, Student Affairs will also notify appropriate campus individuals as outlined in the "Procedures Related to a Student Death on Campus" when notified of the death of a student.

The Vice President, Student Affairs will be responsible for expressing condolences on behalf of the University to the family of a deceased student. A letter of sympathy signed by the President and a framed photograph of the university with appropriate words of condolence and the student's name will be sent in a timely manner.