

Addendum (II)

Communication Protocol in the Event of Death

Purpose of the Protocol:

The death of a member of the Bethlehem University community or of a first relative of members of the Bethlehem University community requires some notifications to be made and actions to be taken. This Protocol is intended to provide for the proper notification to the University community regarding the death of a Regent member, Trustee member, Faculty member, Staff member (or a first degree relative of these persons), current student, alumni, donor, or other individual affiliated with Bethlehem University. This Protocol is also intended to facilitate an appropriate response (e.g., for expressing condolences, etc) and to record the appropriate information in various University offices and databases. This protocol is a supplement to BU Communication Policy and provides more specific action details regarding the communication procedures in the event of death.

This Protocol is considered an integral part of the Bethlehem University Communication Policy.

1. **Applicability:**

This Protocol applies to all members of the Bethlehem University community and others affiliated with the University.

2. **Protocol Statement:**

It is the policy of Bethlehem University to notify the University community of the death of a Regent, Trustee, Employee (or a first degree relative of these persons), student, alumni, or other individual affiliated with Bethlehem University .

3. **Procedures:**

Any member of the University community, who learns of the death of a Regent, Trustee, Faculty member, Staff member (or a first degree relative of these persons), current student, alumni, donor, or other individual affiliated with Bethlehem University, should notify in writing the **Marketing and Communications Office**.

The notification should include as much information as possible:

- i. Full name, age, and gender of the deceased,
- ii. Employment status (e.g., job title, department, etc) or student status (e.g., academic major, year at the University, etc),
- iii. If a relative of the first degree, the relation to a Regent, Trustee, Staff or Faculty member,
- iv. Time, date and cause of death (if known),
- v. Name of surviving spouse, dependent, or next of kin (if known),
- vi. Funeral and condolences arrangements (time, date, place, etc).

Upon being informed of the death of a person affiliated with the University, the Communications Officers shall:

- i. Immediately notify the office of the Vice Chancellor;
- ii. Coordinate with the involved University department to make arrangements for a condolence note to be placed in the local newspaper and social media platform if the deceased is a staff, faculty, Board of Trustees member, or a student;
- iii. Send a flower wreath or other appropriate expression of condolence if the deceased is a staff, faculty, Board of Trustees member, or a student;
- iv. Send a condolence note email to BU Community;
- v. Notify the University's Regents, Trustees, Employees and general public, as appropriate;
- vi. Coordinate with the involved University department to announce the date and time for those who wish to pay respects to the family of the deceased. Such visits will generally take place outside regular working hours (i.e., after 4:00 pm or during weekends). The involved department of which the deceased was a member may allocate one hour during the regular working hours to attend to the deceased's funeral and condolences services. Staff and faculty of other departments wishing to attend the funeral and condolences services may do so by making the necessary administrative arrangements with their immediate supervisors;
- vii. In the case of the death of a first degree of a Jerusalemite employee, the department to which the employee belongs will arrange to receive condolences in the Millennium Lounge or in other appropriate place on campus.

4. EXCEPTIONS

The Vice Chancellor may opt to apply any necessary changes, additions, and/or omissions to above Protocol as it deemed appropriate.