

Student Death Protocol

1. All of managing board, both news editors, and our advisor (Tel) will be contacted upon any notion that a student death may have occurred.
 - a. After the initial notification, the EIC will inform managing board of ALL updates regarding what we know.
 - b. Upon confirmation that a student death has occurred, the EIC will inform all current board members that:
 - i. A death has occurred
 - ii. Cause of death, if known
 - iii. When we obtain confirmation the family has been notified
 - iv. Name and year of the student
 - v. To redirect concerns to personnel or EIC. Do not answer concerns or inquiries from outside the paper
2. Whoever is available in the priority listed below will be the reporter to the death:
 - a. News Editors
 - i. Online
 - ii. Print
 - b. Managing Editor
 - c. Chief Copy Editor
 - d. Editor in Chief

***If one of those above knew the student personally, they will not be allowed to write the article. If the student is someone everyone knew, the EIC will write the article.*
3. If there is an identifiable location, the reporter will go to the scene. They may ask to be accompanied by a member of Managing Board.
 - a. The reporter should take photos of the outside. Not inside or place of death.
 - b. No image shall be attached to articles regarding student suicides.
 - c. No graphics will be attached to articles regarding student deaths.
4. The reporter will contact Student Affairs to confirm the death. The reporter will also confirm that the family has been notified. In the meantime, the reporter will attempt to contact NOPD PIOs for confirmation and the coroner's office.

- a. No article will be published until the family has been notified.
 - b. Social media will not be used to talk about the death. Only the article shared on Facebook.
 - i. The article or any information about the death shall not be shared on Twitter, snapchat, etc.
5. If the death is a suicide: read the Code of Ethics on Suicide Reporting and follow all guidelines: <http://reportingonsuicide.org/>
6. After the article is finished it will be read in the following order and shared to Facebook:
- a. Both News Editors
 - b. Managing Editor
 - c. Editor-in-Chief
 - d. Chief Copy Editor
 - e. Editor-in-Chief final review. Publishes article.
- *following publication of the article, EIC will notify all board members of the article.*
- *if the EIC writes the article, final review will fall to either CCE or ME, whichever is available.*
- *if someone knew the student, they will not edit the article unless everyone involved knew the student.*
7. We will write a formal statement detailing our guidelines on reporting student deaths to be permanently on our website under an ethics section. This statement and resources will be linked to every article regarding student deaths.
- a. In the case of a suicide we will always include warning signs.
8. The personnel director will follow up with all involved. The personnel director will be available to members of board as a support figure.
- a. Wellness checks will occur over the following 2 weeks.
9. We will only respond to Facebook comments with a link to our guidelines or a comment approved by managing board.

**Every year, the new staff will sign this procedure.*