# What to do in the Event of a Student Death

## Resources

* PRH 5.1 Program Management, R40 FECA/OWCP
* PRH 5.4 Significant Incidents, R2(a) Reportable Events
* PRH 5.4 Significant Incidents, R3(a) Incidents Requiring Immediate Contact with the Appropriate Regional Office
* PRH 5.4 Significant Incidents, R4 Incidents That Require Occupational Safety and Health Administration (OSHA) Notification
* PRH 6.4 Records Management, R19 Student Death(revised 11/30/2022)
* Refer to center SOP on Student Death for additional guidance
* Health and Wellness Manager Desk Reference Guide
* Health Specialists for your region (Nurse, Mental Health, Medical, and TEAP)

Activities required in the event of a student's death will vary depending on whether the death occurred on or off center and whether or not the student was in “performance of duty” at the time of death.  [Contact Heather Edmonds, Safety]

## Determine Circumstances of Death

Center staff should immediately attempt to determine the circumstances of the death by securing all available facts about the events surrounding the student’s death.

* Where did the death occur?
* How did the student get there?
* What was he/she doing there?
* Was he/she on pass?
* Who was present when the death occurred?

## Notifications

### PRH 5.4 Significant Incidents, R3 Notify Job Corps National and Regional Offices

Centers must immediately report **within 2 hours** of center management becoming aware of the incident, described below, to the appropriate Regional Office, by either telephone or text messaging, and by e-mail. Regional Offices will notify centers and corporate offices of the appropriate points of contact for reporting these incidents.

1. Death of an active student. Job Corps centers must also immediately contact the Office of Workers’ Compensation Programs (OWCP) and send the entire student personnel record (including sealed health record) to the Office of Job Corps by signature-required mail or delivery within 10 days. The sealed health record must include OWCP forms and written notification of death, plus the death certificate and autopsy and toxicology reports if available.

Heather Edmonds for OWCP Guidance

Center Director should also notify Jobs Corps’ Division of Facilities and Asset Management **within 8 hours** of becoming aware of the student death at (202) 693-3774. (Heather Edmonds)(Copied from Heather Edmonds presentation June 24, 2020)

 In ECOMP, complete and submit a CA-6 to OWCP; this will serve as notifying OWCP. (Copied from Heather Edmonds presentation June 24, 2020)

### PRH 5.4 Significant Incidents, R4. Incidents That Require Occupational Safety and Health Administration (OSHA) Notification

Centers must report incidents within 8 hours in accordance with 29 CFR 1904.39(a). Centers must contact Job Corps Division of Facilities, Acquisitions and Maintenance (DFAM) and OSHA within 6 hours of one or more of the following events:

1. Death of an active student as a result of a work-related incident.
2. Death of a staff member on-duty as a result of a work-related incident.
3. Hospitalization of one or more active students and/or on-duty staff, work/training related amputations, and work/training related losses of an eye

**Centers must orally report the fatality/multiple hospitalization by telephone or in person to the OSHA Area Office nearest to the site of the incident, or use the OSHA toll-free central telephone number, 800-321-OSHA (800-321-6742). Should no one answer the National toll-free number you must leave a telephone message with the following information:**

1. Establishment name
2. Location of the incident
3. Time of the incident
4. Number of fatalities or hospitalized employees
5. Names of any injured employees
6. Contact person and his/her phone number
7. Brief description of the incident

## PRH 5.4 Significant Incidents, R5 Incidents Requiring Electronic Submission of Significant Incident Report

All incidents outlined in PRH 5.4 Significant Incidents, R2(a) Reportable Events, must be reported through the web-based Significant Incident Reporting (SIR) System. Centers should contact the appropriate Regional Office if there is confusion as to whether a(n) SIR should be submitted.

Centers must:

1. Submit an initial SIR, even if a resolution has not yet been determined for the students/staff involved, according to the timelines below.
2. Within 6 hours of the center being made aware of an active student or on-duty staff death

## Other Duties

**Notify your Nurse Specialist for guidance**

**Contact your CMHC and the Regional Mental Health Specialist**

All staff and students who knew the deceased should be informed of the death and circumstances surrounding it in a sensitive fashion.  Students who were particularly close to the deceased or who express concern over the circumstances of the death should be gathered into small groups for discussion sessions with a trained staff member such as a counselor, center nurse, or mental health consultant.

**Send Student Record to Job Corps National Office:**

**R19.** Student Death In the event of a student’s death, the center must follow Significant Incident Report (SIR) reporting requirements (see Chapter 5, Section 5.4), **upload a copy of the student health record (SHR) into Wellness and Accommodation E-Folder in CIS, and then physically send the entire student personnel record (including sealed health record) to the Office of Job Corps by signature-required mail or delivery within 10 days.** The mailed sealed health record must include Office of Worker’s Compensation Programs (OWCP) forms and written notification of death, plus the death certificate and autopsy and toxicology reports if available. See Appendix 202 Transmission Storage and Confidentiality of Medical Health and Disability-Related Information.

The complete official student personnel record of a deceased student, including the **sealed health records**, must be forwarded by certified mail or overnight delivery to the National Office:

* Within 10 working days [reference PRH 6.4 Records Management, R19 Student Death].

Health records of deceased students must include the following:

* Copy of the SIR notification of the death to Job Corps National and Regional Offices
* Copies of all CA forms and correspondence relating to the status of OWCP claims and/or performance of duty determinations
* Death certificate, if available; otherwise, forward death certificate to the Job Corps National Office as soon as it is available
* Autopsy report, if available
* Medical/coroner's report and chemical analysis report of all body fluids/tissues, if applicable
* Counseling record

Copies of any subsequent correspondence relative to the case or its claim status with OWCP should be sent to the Job Corps National Office for review and inclusion in the health record.

**Send by certified mail or overnight delivery to:**

**Cassandra Thomas**

**National Wellness Unit**

**Office of Job Corps**

**Rm N-4507**

**200 Constitution Ave, NW**

**Washington, DC 20210**

**Phone: 202-693-3933**

**Email:** [**thomas.cassandra@dol.gov**](mailto:thomas.cassandra@dol.gov)

# Checklist of Procedures to Follow in the Event of Student Death

\_\_\_\_ Obtain full and detailed report regarding circumstances of death.

\_\_\_\_ Notify Job Corps Regional Office.

\_\_\_\_Notify Jobs Corps’ Division of Facilities and Asset Management

\_\_\_\_ In accordance with 29 CFR 1904.39(a), centers must contact OSHA **within six (6) hours** of one of more of the following events: (**800) 321-OSHA (800-321-6742)**

1. **Death of an active student**

\_\_\_\_ Notify OWCP immediately by telephone.

\_\_\_\_ In ECOMP, complete and submit a CA-6 to OWCP

\_\_\_\_ Notify students and staff. Provide counseling when necessary.

\_\_\_\_ Forward the CA-6 paper form to OWCP. Forward other available documentation to  
 OWCP as soon as received.

\_\_\_\_ Make arrangements for center memorial service, if desired.

\_\_\_\_ Scan and upload the entire SHR into the Wellness and Accommodation E-Folder in CIS

\_\_\_\_ Within 10 days Forward deceased student's complete personnel and training record, including   
 the sealed health record, by overnight delivery or certified mail to:

**Cassandra Thomas**

**National Wellness Unit**

Office of Job Corps

Room N-4507

200 Constitution Avenue, NW

Washington, DC 20210