

SUBJECT: LOWERING OF FLAGS TO HALF-MAST**1. Purpose**

The University lowers its flags to half-mast as an act of respect and mourning. This policy provides direction as to when the flags should be lowered and how the University community is informed of the circumstances around this action.

2. Scope

This policy applies to the Prince George campus and regional campuses where UNBC control the display of national, provincial, and UNBC flags.

3. Authority/Responsibility

The procedures below are initiated by the President's Office, with the involvement of the Director of Facilities and the Director of Media and Public Relations.

4. Procedure

4.1 The President (or designate) can call for the University's flags to be flown at half-mast for up to three days following a death, and on the day of a funeral/memorial service of:

- -a student registered at the University
- -a current member of the Board of Governors or Senate
- -a current or former Chair of the Board, President, or Chancellor
- -a current member of the faculty or staff
- -an honorary degree recipient or Friend of the University of Northern British Columbia
- -any other individual(s) as deemed appropriate by the President

4.2 Acting upon information provided by the Director of Student Success (see policy and procedures related to the Death of a UNBC Student) or any other member of the faculty or staff, the President will instruct the Director of Facilities to lower the flags to half-mast. This will only be done after the RCMP, the appropriate agency, or family member provides confirmation that the identity of the deceased is public and that information about the passing of the individual(s) is public.

4.3 Concurrent with the lowering of the flags, the President's Office will issue an email note to all faculty and staff informing them of the reasons why the flags are flying at half-mast. This will be accompanied by a notice prepared by the Office of Communications that will be placed in a visible area at Campus Security. In the event the flags are flying at half-mast at a regional campus, the notice will be placed at the main entrance to the campus.

4.4 Media inquiries about the circumstances surrounding the lowering of the flags will be handled by the Director of Media and Public Relations, who will coordinate with local law enforcement agencies or family member(s) as appropriate.

4.5 The university flags will also be flown at half-mast on November 11 (Remembrance Day) and on December 6 (anniversary of the shooting at L'Ecole Polytechnique).