I. OBJECTIVES

To help those involved by responding in the most humane and compassionate manner possible and the academic community directly affected by the emergency.

II. PROCEDURES

When a serious accident, injury, or death to a student occurs contact:

Kimberly Mosby
Sr. Associate Dean of Campus and Community Life
Office: (304) 293-5611
Home: (304) 296-3129
Cell: (304) 216-8227

Corey Farris
Dean of Students
Office: (304) 293-5811
Home: (304) 296-8470
Cell: (304) 376-4300

When a serious accident, injury, or death to a student staff/faculty contact:

Jim Morris
Asst. Vice-President of Human Resources
Office: (304) 293-7161
Cell: (304) 276-0729

Amber Tennant
Director of Employee Relations
Office: (304) 293-7238
Cell: (304) 694-5563

The initial call to the next of kin will be made by the agency involved. After Kim Mosby is assured that the family has been notified, she will call to offer the support and help of the University.

If the student is a resident in University-owned housing and the incident occurred elsewhere, Kim Mosby will contact:

Dr. Chris MacDonald
Executive Director of Residence Life
Office: (304) 293-4491
Cell: (540) 449-1526

Dr. Trish Cendana
Director of Residence Life
Office: (304) 293-4686
Cell: (304) 376-4306

If the accident or death occurred in University-owned or leased housing or residence halls, Dr. MacDonald will inform Dean Farris and Kim Mosby.

If the student resides elsewhere, an attempt will be made to contact roommates, landlord, or the appropriate person to:

- Inform them of the situation
- Help them deal with it
- Gain information about the student's background

If warranted by the seriousness of the accident or emergency, someone representing the University will go to the residence to meet with the appropriate friends.

Incidents involving Title IX violations must be referred to the Division of Diversity, Equity, and Inclusion:

James Goins
Executive Officer for Social Justice
Office: (304) 293-8363
Cell: (304) 276-6307

If a situation occurs involving the safety or security of University property, calls to other University officials may be warranted. Kim Mosby will work with the University Police Department officers to assure that these calls are properly made.

Either Kim Mosby or a specific designee will continue to be in touch with the family in the days following.

If the incident was or is part of Greek Life, i.e. fraternities or sororities or if the incident involves any other student organizations, call:

Thanh Le, Director of Student Engagement and Leadership
Office: (304) 293-4397
Cell: (336) 254-5759

If the incident involves and/or occurs on University property, call the Director of Environmental Health and Safety, John Principe, Office: (304) 293-3792, Cell: (304) 680-1262.

In the case of death, letters of condolence will be sent by the appropriate University officials. Kim Mosby will provide names and home addresses.

III. WITHDRAWAL PROCEDURE TO BE FOLLOWED IN SERIOUS EMERGENCIES

When a serious accident or injury occurs which results in the death of a student, Kim Mosby will proceed with the withdrawal.

-- Revised 8/7/17 --