

WVU Operating Procedures for Emergencies Involving Students

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.

Kim Mosby will notify Dean of Students Corey Farris. Dean Farris will be responsible for notifying the President. If Dean Farris is unavailable, Kim Mosby will make the decision as to whether the President should be called and when to do so.

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.

In cases of the death or serious and incapacitating injury of a student, the Office of the Registrar, Advising, Financial Aid, and the chairperson of the department and/or the dean of the college wherein the student is studying will be notified by someone from the Office of Campus and Community Life on the following school day. Withdrawal forms, if necessary, will be completed and the student's copy will remain on file in that

office. Refunds will be processed by the Office of Student Accounts.

Additional Contacts:

Morgantown Police Department
(304) 284-7496
Contact Chief Ed Preston

Carruth Center for Psychological & Psychiatric Services
(304) 293-4431
Contact Director Al Kasprovicz

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 --