WVU Operating Procedures for Emergencies Involving Students

I. OBJECTIVES

To help those involved by responding in the most humane and compassionate manner possible.

To support that part of the academic community directly affected by the emergency.

II. PROCEDURES

When a serious accident, injury, or death to a student occurs, the first University representative to be called by the professional who has responded to the emergency (i.e., Director of Residence Life, WVU Hospital personnel, University Police Department officer, etc.) should be:

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

If unavailable, please call:

Corey Farris  
Assoc. Vice-President and Dean of Students  
Office: (304) 293-5611  
Home: (304) 296-8470  
Cell: (304) 376-4300

If unavailable, please call:

Trish Cendana  
Interim Executive Director of Housing and Residence Life  
Office: (304) 293-4686  
Home: (304) 594-1356  
Cell: (304) 376-4306

In case of death or serious injury involving University student staff/faculty (i.e. work-studies and graduate students while at work), the WVU Hospital personnel, University Police Department officer, or other agency handling the emergency are advised to call immediately:

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

If unavailable, please call:

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

and

John Principe  
Director of Environmental Health & Safety  
Office: (304) 293-3792  
Cell: (304) 680-1262

If unavailable, please call:

Kim Mosby (see phone numbers above).

It is expected that the initial call to the next of kin will be made by the agency involved, i.e., at the hospital the attending physician will call, or the police will contact the police in the home city, who will call personally at the home. In any case, 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 Vice-President Schafer, Student Life, and Mr. Corey Farris, Dean of Students. Vice-President Schafer will be responsible for notifying the President. If Vice-President Schafer and Mr. Farris are 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, between the initial call from the hospital, police, etc., and the follow-up call to the student's family, Kim Mosby will call:

Trish Cendana  
Interim Executive Director of Housing and Residence Life  
Office: (304) 293-4686  
Home: (304) 594-1356  
Cell: (304) 376-4306

or

Eric O’Hara  
Associate Director of Housing and Residence Life  
Office: (304) 293-4901  
Home: (304) 291-0905  
Cell: (304) 376-4319

If an incident involves a University apartment resident, Kim will contact:

University Place  
Tara Gilchrist  
(304) 322-0422

University Park  
Cindy Pintus  
(304) 282-1841

College Park  
Kevin Kauffman  
(304) 680-4421

Vandalia  
Ralph Schmitt  
(304) 685-1030

or

Kevin Hall (304) 376-4304

Nathan Barkley (304) 376-3400

If the accident or death occurred in University-owned or leased housing or residence halls, Director Cendana will inform Vice-President Schafer and Kim Mosby.

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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 (i.e., Kim Mosby, Mr. Farris, Carruth Counseling Center Staff), 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 made properly.

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, Assistant Vice-President of WellWVU, 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.

**Academic Contacts**

If a student is enrolled in:

**School of Medicine**, call:  
Dr. Norman Ferrari  
Office: (304) 293-2408  
Pager (304) 598-0673

Dr. Scott Cottrell  
Office: (304) 293-2408  
Cell: (304) 692-2624

**School of Dentistry**, call:  
Dr. Robert Wanker  
Office: (304) 293-4301  
Home: (304) 842-6467

**School of Nursing**, call:  
Misti Woldemikael, Assistant Dean for Student Services  
Office: (304) 293-8325  
Cell: (304) 777-3285

**School of Pharmacy**, call:  
Dr. Mary Euler, Associate Dean for Student Services  
Office: (304) 293-7806  
Home: (913) 269-7570

Jennifer Clutter, Program Coordinator  
Office: (304) 293-1552  
Cell: (304) 216-4081

**College of Law**, call:  
Gregory Bowman, Dean for the College of Law  
Office: (304) 293-3199  
Cell: (304) 777-7719

Assistant Dean Janet Armistead  
Office: (304) 293-7320  
Home: (304) 296-3880

**Additional Contacts:**

Carruth Center for Psychological & Psychiatric Services  
(304) 293-4431  
Contact Cathy Yura

Morgantown Police Department  
(304) 284-7496  
Contact Capt. Sperringer

If the incident was or is part of a University group activity, i.e. fraternities, sororities, campus organizations, call:

Associate Dean and Director of Greek Life  
Office: (304) 293-4605

If the incident involves and/or occurs on University property, call the Director of Environmental Health and Safety, 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.

WVU University Relations - News will be contacted by the appropriate individual.

**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. If Kim Mosby is unavailable, the Campus and Community Life staff shall proceed with the withdrawal.

Upon notification, the Office of the Registrar shall complete the deceased student withdrawal form and process it. A COPY OF THE WITHDRAWAL FORM WILL NOT BE SENT TO THE PARENTS OR SPOUSE OF THE STUDENT.

-- Revised 8/15/15 --