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 occurs contact:

Sarah Seime
Director of Employee Relations
Office: (304) 293-3157
Cell: (210) 867-0260

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’s office:

Jennifer Fisher
Executive Officer and Assistant Secretary to the Board of Governors
Office: (304) 293-8531
Cell: (304) 319-4299

If the student is a resident in a Residence Hall, Kim Mosby will contact:

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

Dr. Trish Cendana
Executive Director of Residence Life
Office: (304) 293-4901
Cell: (304) 376-4306

If the accident or death occurred in a University Residence Hall, Dr. MacDonald will inform Dean Farris and Kim Mosby.

If the student is a resident of a University Owned or Leased Apartment (College Park Apartments, University Park, University Place, Vandalia), Kim Mosby will contact:

Gary Furbee
Deputy General Counsel & Executive Director Real Estate
Office: (304) 293-4671
Cell: (304) 276-0634

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
Director of Equity Assurance, Title IX Coordinator
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 Eric Powell
Carruth Center for Counseling and Psychological Services
(304) 293-4431
Contact: T. Anne Hawkins, Director
Cell: (304) 685-5467
Bobbi Jo Witham, Associate Director/Clinical Director
Cell: (412) 720 6904

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:

Dr. Matthew Richardson, Director, Office of Fraternity and Sorority Life
Office: (304) 293-8201
Cell: (412) 339-7130

Dr. Thanh Le, Executive 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 Executive Director of Environmental Health and Safety, Eric Jeppesen, Office: (304) 293-5853, Cell: (816) 394-8436.

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 2/28/2022 --