

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:

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 University Housing

Office: (304) 293-4491

Cell: (540) 449-1526

Dr. Trish Cendana

Executive 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

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 Ed Preston

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

Contact T. Anne Hawkins, Clinical Director

Cell: (304) 685-5467

Brian Quigley, Director of Psychiatric Services

(304) 698-5120

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

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 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.