

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 Residential Education, WVU Hospital personnel, University Police Department officer, etc.) should be:

Dr. Thomas Sloane

Sr. Associate Dean of Students, Student Life
Office: 293-5611
Home: 296-3560
Cell: 276-1661

If unavailable, please call:

Kimberly Mosby

Assistant Dean of Students, Student Life
Office: 293-5611
Home: 296-3129
Cell: 216-8227

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:

Margaret R. Phillips

V-P, Human Resources
Office: 293-2545
Cell: 290-7569
Cell: 290-9430
Cell: 290-4728

and
Kathy Powell

Interim Director,
Environmental Health & Safety
Office: 293-3795
Cell: 282-0902

If unavailable, please call:
Tom Sloane (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 the dean is assured that the family has been notified, he will call to offer the support and help of the University.

Dr. Sloane will notify Kenneth Gray, Vice-President of Student Affairs, and Dr. David Stewart, Associate Vice-President and Dean of Students. V-P Gray will be responsible for notifying the President. If V-P Gray and Dr. Stewart are unavailable, Dr. Sloane 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, Dr. Sloane will call:

Trish Cendana

Director of Residential Education
Office: 293-4686
Home: 594-1356
Cell: 376-4306

If the accident or death occurred in University-owned or leased housing or residence halls, Director Cendana will inform Vice-

President Gray and Dr. Sloane.

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., Dr. Sloane, Dr. Stewart, Carruth Counseling Center Staff), will go to the residence to meet with the appropriate friends.

If a situation occurs involving the safety or security of University property, calls to other

University officials may be warranted. Dr. Sloane will work with the University Police Department officers to assure that these calls are made properly.

Either Dr. Sloane 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, Admissions and Records, Advising, Financial Aid, Interim Vice-President of Well WVU, 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 Student 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.

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Academic Contacts

If a student is enrolled in:

School of Medicine, call:
Dr. Anne Cather
Office: 293-2408
Pager: 598-4789
Pager #0673

Dr. Norman Ferrari
Office: 293-2408
Pager: 598-4789
Pager #0673

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

School of Nursing, call:
Stuart Wells, Assistant
Dean of Student Services
Office: 293-1600
Cell: 692-7498

School of Pharmacy, call:
Clarke Ridgway, Asst. Dean
of Student Services
Office: 293-7806
Home: 599-4942

Jennifer Clutter, Program
Manager
Office: 293-1552
Cell: 216-4081

College of Law, call:
Dean Joyce McConnell
Office: 293-3199
Home: 284-9551
Cell: 282-1032

Majorie McDiarmid,
Associate Dean of
Academic Affairs
Office: 293-6821
Home: 598-0762

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

**If the incident were part of
a University group activity,**
i.e. fraternities, sororities,
campus organizations, call:

Ron Justice, Director of
Student Organizations
Office: 293-4605
Home: 292-8044
Cell: 216-6849

**If the incident involves
and/or occurs on University
property**, call Kathy Powell,
Interim Director of
Environmental Health and
Safety, Office: 293-3795, Cell:
282-0902.

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

**WVU News and Information
Services 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,
the Sr. Associate Dean of
Student Life will proceed
with the withdrawal.** If the
Sr. Associate Dean is
unavailable, the Assistant Dean
of Student Life shall proceed
with the withdrawal.

Upon notification, the Office of
Admissions and Records 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 7/9/09 --