

# 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:

**Kimberly Mosby**

Sr. Associate Dean of Student Life  
Office: (304) 293-5611  
Home: (304) 296-3129  
Cell: (304) 216-8227

If unavailable, please call:

**Dr. Thomas Sloane**

Student Affairs  
Office: (304) 293-5611  
Home: (304) 296-3560  
Cell: (304) 276-1661

**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: (304) 293-2545  
Cell: (304) 290-7569

and

**John Principe**

Director, 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 Kenneth Gray, Vice-President of Student Affairs, and Mr. Corey Farris, Dean of Students. V-P Gray will be responsible for notifying the President. If V-P Gray 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**

Director of Residential Education  
Office: (304) 293-4686  
Home: (304) 594-1356  
Cell: (304) 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 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 (i.e., Kim Mosby, Mr. Farris, 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. 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, Admissions and Records, 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 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

Home: (304) 292-8044

Cell: (304) 216-6849

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  
and Alumni Affairs  
Office: (304) 293-8325  
Cell: (304) 534-0121

School of Pharmacy, call:

Mary Euler, Assoc. Dean  
for Student Services  
Office: (304) 293-7806  
Home: (913) 269-7570

Jennifer Clutter, Program  
Manager

Office: (304) 293-1552  
Cell: (304) 216-4081

College of Law, call:

Dean Joyce McConnell  
Office: (304) 293-3199  
Home: (304) 284-9551  
Cell: (304) 282-1693

Gregory Bowman,  
Associate Dean for  
Academic Affairs  
Office: (304) 293-4712  
Home: (304) 777-7719

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

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

**Ron Justice**, Director of  
Student Organizations  
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 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,  
Kim Mosby will proceed  
with the withdrawal.** If Kim  
Mosby is unavailable, the  
Student Life staff 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 7/15/13 --