Health and Safety Emergency Protocol

Purpose: This protocol is intended as a procedural guide for responding to student health and safety emergencies reported to the Dean of Students Office. An emergency is any event that threatens the well being of one or more members of the University community, or of the University as a whole. This protocol identifies the collaboration of various departments to communicate important and specific information used to respond, record, and to follow up in emergency situations.

Procedures:

1. **Identification of an Emergency Event**
   a. A health or safety emergency (medical, psychological or health related) occurs involving a student. Health and safety emergencies may include but are not limited to:

- Bias
- Drug overdose
- Drug sales
- Violent Behavior
- Weapons
- High profile events that result in media contact
- Hospitalizations
- Extreme Alcohol Intoxication
- Sexual Assaults
- Stalking
- Suicidal Ideation or Suicidal Gestures
- Student Death
- Threatening Behavior
- Substantial Disruptive Behavior
- Hazing
- Mental Health Committals

   b. Incident is reported to Residence Life, Greek Life, University Police, Intercollegiate Athletics, the Dean of Students Office, or other University Departments
   c. Information surrounding the event is gathered and documented by the reporting party.

2. **Life-Threatening Situations**
   a. In cases where there is imminent danger (i.e. self-injurious behavior, alcohol poisoning, and drug overdose) and/or injury has occurred, the incident must be immediately reported to university police. Be prepared to give as much of the following information as possible:

      1. Person's Name
      2. Date of Birth and Student Identification Number
      3. Person's location
      4. Description of the incident
      5. Current condition of student

   b. After reporting to university police, please contact the Dean of Students Office at 520-621-7057 immediately if during business hours. If after hours or on the weekend, please dial 911. The University Police will contact the Dean on Call on all incidents occurring after hours but you will still need to share the following information as soon as possible:

1. Name of person
2. Date of Birth and Student Identification Number
3. Location of student's residence
4. Description of the incident
5. Location of incident
6. Current condition of the person
7. Hospital contact information
8. In-state or out-of-state
9. Student organization affiliation
10. Any other relevant circumstances

c. The reporting party will submit a separate written report including all supporting documentation of the incident to the Dean of Students Office within 24 hours of the incident.
d. The Dean of Students Office will contact the family and/or the student's designated emergency contact regarding:

    1. Nature of the incident involving the student
    2. Current status of the student
    3. Hospital contact information
    4. Staff contact information
    5. Resource contact information
    6. Events known prior to admission to the hospital
    7. Any decisions made by the Dean of Students in response to health, safety, and community standards

3. Student Death

a. The Dean of Students, when appropriate, will work with emergency personnel, university attorney's office and office of communications before making contact with the family and/or the decedent's designated emergency contact.
b. The Dean of Students is responsible for closing the records of the deceased student and coordinating the process to release the decedent's records and/or personal property. An affidavit for the Collection of Personal Property will be sent to the representative of the decedent's family. Any supplemental refund or release of other property can only occur after the completion and return of the affidavit by the lawful successor 30 days after the date of death or upon presentation of Letters of the Personal Representative of decedent's Estate.
c. Disclosure of information to the general public is limited to the release of information to law enforcement officials or other emergency personnel working with the Dean of Students Office who have a need to know.
d. The Dean of Students will provide information to relevant student communities such as Residence Life, Greek Life, and Intercollegiate Athletics to assist in their efforts to support students associated with the deceased.
e. The Dean of Students will identify students, staff and faculty impacted by the student's death.

f. The Dean of Students will coordinate support services for community members who are impacted by the student death such as Counseling and Psychological Services and University Religious Council.
g. The Dean of Students will facilitate the decedent's family and/or lawful representative/successor's visit to campus

4. No Imminent Danger

a. In situations where the student's life is not in danger (i.e. self-injurious gestures or threats) contact the Dean of Students Office to initiate the administrative referral process.
b. The Dean of Students will meet with the student and determine if an administrative referral to Counseling and Psychological Services is appropriate.
c. The Dean of Students may contact the family and/or the student's designated emergency contact regarding:

    1. Nature of incident involving the student
    2. Current status of the student
    3. Administrative referral process
    4. Hospital contact information (if applicable)
    5. Resource contact information
    6. Staff contact information
    7. Any decisions made by the Dean of Students in response to health, safety and community standards

d. The Dean of Students will initiate a follow up appointment with the student to review the incident and set behavioral expectations. Continued concern about the health and safety of the student may result in such decisions as residence hall removal, administrative referral, temporary suspension or expulsion from the university.
e. If the student refuses to comply with the administrative referral process, the student will receive a warning that if the conduct continues and violates the threatening or disruptive behavior policies of the university, a referral will be made to initiate a Student Code of Conduct investigation.

5. Debrief and Follow Up

a. The Dean of Students will follow up with the referring department and other participatiing units to collect all documentation associated with health and safety emergency.
b. The Dean of Students Office may follow up with the student as needed.