



**Human Resource Services POLICY RESOURCES**

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Applies to:	<b>Marshall University</b>
Title:	<b>Campus Major Incident Information Policy</b>
Number:	<b>MU-HR-38</b>
Effective Date:	02/11/02
Last Revision Date:	05/01/06

A campus major incident is defined as an event wherein faculty, staff, and/or students of Marshall University (hereinafter the University) or members of the public on University premises are involved in an accident, event, crime, or natural disaster that causes loss of life, major injury, hostage-taking, kidnapping, or major illness. This policy governs the release of public information with regard to faculty, staff, or students.

All statements to the public with regard to University faculty, staff, or students involved in any of the above-described events or sustaining any of the above-described circumstances (connected with a campus major event) shall be made by the Vice President, Communications, or his/her designee. All information with regard to faculty or staff shall be obtained from or verified by Human Resource Services (see policy and procedure on Human Resources Support) prior to its dissemination. Information regarding students shall be obtained from or verified by the Dean of Student Affairs. The President's Office shall be notified in advance of any release of information under the provisions of this policy.

No information on names of persons killed, injured, ill, held hostage, or kidnapped shall be released to the public until next of kin have been notified and approval of release of information obtained. Such notifications to next of kin shall be made by the Director of Human Resource Services, the Director of Public Safety, the Dean, Student Affairs, as appropriate, or their designees. Such notification shall be accomplished by personal visit, telephone, or e-mail depending upon circumstances, except that in the event of any loss of life or serious injury every attempt shall be made to visit the next of kin personally. In the event that cost to visit the next of kin are prohibitive, then information shall be conveyed in the most personal manner possible. The directors or dean identified above shall promptly notify the Vice President, Communications, when such notification requirements have been accomplished so that public statements may be developed and released.

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