



September 7, 2011

To: Departmental Administrators

From: Susan Mosley-Howard, Professor & Associate Vice President-Dean of Students
John McCandless, Chief of Miami University Police

RE: Managing Important Safety or Wellness-Related Issues on Campus

As chairs of Miami University's Institutional Response Team (IRT), we wish to provide you with a reminder of how we handle various critical incidents on campus. An informed campus can produce a more prompt, efficient and effective response. In addition to this notice, you should have already received a small card with campus-wide emergency numbers.

Below we briefly outline various protocols:

- For imminent emergencies on campus always call 911
- Concerns about students in distress can be submitted to the Office of the Dean of Students by placing a phone call to the Dean of Students (529-1877) during business hours or 24/7 by going online to the online Student of Concern Management System, at <http://www.miami.muohio.edu/studentconcern>, or for an urgent situation, calling the MUPD dispatcher at (529-2222) and leaving a message for the Dean of Students
- To receive text messages about campus-wide emergencies, sign up for the **Miami Emergency Text Messaging system** via the MUPD website, <http://www.muohio.edu/police/>
- Concerns about a **missing student** should be reported to MUPD (529-2222)
- **Disruptive Classroom Behavior**: Call MUPD for serious disruptions. Consult with the Office of the Dean of Students or Office of Ethics & Student Conflict Resolution (529-1417) for non-threatening but significant disruptions
- Notices about **ill students** will come from Student Health Services (529-3000) and notices about **student deaths or student personal incidents** will come from the Office of the Dean of Students
- Presentations about how to intervene and assist with student mental health or wellness issues via the **Campus Assistance Program (CAP)** can be requested by contacting **Student Counseling Services** (529-4634)
- **Emergency Preparedness** protocols can be accessed at <http://www.miami.muohio.edu/emergency/>
More information on the Institutional Response team is on the IRT homepage, <http://www.miami.muohio.edu/about-miami/office-of-the-president/irt.html>
- A variety of other safety resources and reports are on the Campus Safety website, <http://www.miami.muohio.edu/campus-safety/>