

College of Agricultural Sciences and Natural Resources (CASNR) Notification Protocol following a Student Emergency

The CASNR Cares Coordinator (Nicole Smith) plays a critical role in the process following an emergency involving a CASNR student. CASNR Cares facilitates the link between the student's family, the College community and the university. Responding to a student emergency requires the highest degree of empathy and professionalism while maintaining clear communication among the various administrators, faculty, and staff with specific institutional responsibilities. Emergencies involving any student require sensitivity and compassion independent of circumstance. Although many of the responsibilities identified below will occur for every emergency, some are situation-specific. Dean's Office notification of a CASNR student emergency can occur in many ways including family, friends, and university faculty/staff and students. If you are notified of an emergency, please contact the CASNR Cares Coordinator immediately (Cell 402-672-1666 or email Nicole.Smith@unl.edu) to initiate the process. Any questions regarding an emergency of a CASNR student should be directed to the CASNR Cares Coordinator in the CASNR Dean's office at 402-472-0609 or 402-472-2201.

Responsibilities of the CASNR Cares Coordinator in the Event of a Student Emergency

1. Contacts the CASNR Dean
2. Contacts the Vice Chancellor for Student Affairs: Administrative Tech for Student Affairs: 402-472-3755
 - Vice Chancellor's office will send out email notifying offices to close MyRed, financial aid, and other various accounts if necessary. Vice Chancellor's Office will notify professors of the student emergency.
3. Contacts University Communications (UCOMM): 402-472-4226
 - UCOMM will coordinate the media response for the student emergency. Depending on the situation and circumstances, CASNR may take the lead on media response.
 - As appropriate, CASNR will send an email to unit administrators, faculty, staff and students.

In the event of a student death, the following will be done in addition to the previously mentioned:

4. Arranges for grief counselors to be available for students, faculty, and staff.
 - Counseling and Psychological Services: 402-472-7450
 - Counseling and School Psychology Clinic: 402-472-1152
5. Facilitates the preparation of a sympathy card from the Dean's Office and a letter from the Dean to the parents on behalf of the CASNR Community