

## MISSING STUDENT

## TYPICAL SITUATION

Student is reported missing from campus.

## Point Person:

Director /Associate Director of Campus Safety

## Crisis Team Members:

Assistant Director of Residence Life & Housing on Duty

Associate Vice President of Student Affairs

Campus Safety Officer on Duty

Director of Health & Counseling Services

Director of Residence Life & Housing

## College Actions:

1. Contact Office of Campus Safety. They will check hospital admissions and municipal records for possible police information (surrounding jurisdiction). Contact the Director of Health & Counseling services to determine if person has been admitted to psychiatric center.
2. Notify missing student's Assistant Director of Residence Life & Housing and Resident Advisor. These staff members should contact neighbors and friends in the immediate vicinity of the student's room and report back any information to the Director of Residence Life & Housing.
3. The Director of Residence Life & Housing should contact the Registrar's Office or utilize student locator data for a list of the missing student's classes. Faculty members for the courses should be contacted to determine when the person was last seen in class and to provide any other relevant information.
4. The Vice President for Student Affairs/Dean of Students should be kept informed of the progress of locating the student.
5. The Vice-President for Student Affairs/Dean of Students, Associate Vice President of Student Affairs, the Director of Residence Life & Housing (or Assistant Director of Residence Life & Housing on Duty) shall notify the student's parents if the student is not satisfactorily located within a reasonable amount of time no later than 24 hours after confirmation that the student is missing.
6. Ensure that a missing persons report is filed with the Salem Police Department by the Campus Safety Office if the student has not been located no later than 24 hours. If there are suspicious or unusual circumstances involved in the disappearance, this notification needs to be made as soon as possible.
7. Inform other appropriate College administrators of status. If the student will be absent from classes, contact the Registrar's Office.
8. Notification of those involved once student is located.