

## **MISSING STUDENT - Procedures**

When a chaplain or the Director of Residence Life has been made aware that a student may be missing, the following steps should be taken:

### **STEP ONE:**

EX should be checked for contact information.

### **STEP TWO:**

If the missing student is a resident student, his/her Emergency Leave Form should be checked.

### **STEP THREE:**

Attempts should be made to contact the student: call his/her cell phone, check facebook, send an email.

### **STEP FOUR:**

The chaplain or Director of Residence Life should contact:  
if a resident student, the missing student's roommate(s) and RA.  
if an apartment resident, neighbors and the apartment manager.  
if a Village resident, neighbors and the appropriate street coordinator.

### **STEP FIVE:**

A search should begin. Others should be sent to possible locations (e.g., Prayer Towers, library, computer lab, fitness center, etc.).

### **STEP SIX:**

The Dean of Student Life and the Associate Dean for Student Life should be notified.

### **STEP SEVEN:**

Others to be notified when trying to locate the student may include:

1. Security. Security will verify the previous steps and then contact appropriate authorities if it is confirmed the student is missing.
2. Student Life Office (check with the administrative assistant to determine if the missing student is seeing an on-campus mental health professional).
3. Health Services.
4. Employers, on or off campus, may be good sources of information.
5. Faculty/Staff may have information.
6. The student's parents.
7. The Dean of Student Life will contact the Provost's Office.
8. The Dean of Student Life will contact the VP for Corporate Communications.\*
9. The Dean of Student Life may contact Law Enforcement.

### **STEP EIGHT:**

Counseling services may be needed to provide support to anyone affected by the disappearance.

### **STEP NINE:**

When the student is located, the Dean of Student Life should be notified so he can debrief all those who were previously contacted.

\* The Vice President for Corporate Communications will always handle external communication issues.