



National University of Health Sciences General Policies

Title: **Missing Student Notification**

Page **1** of **2**

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James Hinterstein

President

4/9/13

Date

POLICY

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to National University of Health Sciences (NUHS) Campus Security, which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. If a missing student is under 18 years of age, the Dean of Students is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by University Security that the student is missing. University Security will also notify the Lombard Police Department not later than 24 hours after it determines that the student is missing.

Additional protocols to aid with the management of this and other campus emergencies (including mass notification/timely warning steps) can be found in the NUHS Administrative Resource guide for Crisis Management.

Procedure:

Any report of a missing student, from whatever source, should immediately be directed to Campus Security. When a student is reported missing, University Security shall:

- Contact the Dean or Assistant Dean of Students and the Coordinator of Housing
- Initiate an investigation to determine the validity of the missing person report.
- Make a determination as to the status of the missing student.
- notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
- If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing .
- Notify Lombard Police within 24 hours after determining that the student is missing.
- The Dean of Students notifies the members of the Executive Administration.
- The Dean of Students shall initiate whatever additional action he or she deems appropriate under the circumstances in the best interest of the missing student.

Student Contact Information:

At the time of renewing the on-campus housing license agreements each trimester, all students are requested to provide the Housing Office with the name and contact information of a person who resides **locally** (classmate, friend, significant other, etc.) who may be able to quickly assist in an investigation to determine a student's whereabouts in the event that he/she is reported missing after 24 hours. This person will serve as a confidential, emergency contact only to be sought out if a student is reported to be missing from student housing after 24 hours.

This information is maintained in a Personal Emergency Contact System in the Housing Office and the Dean of Students Office and is designated as confidential. Only authorized campus officials, including the Coordinator of Housing, the Director of Facilities and Security, Dean or Assistant Dean of Students, University Registrar, and the officers in the NUHS Security Department, are provided this information in the furtherance of the missing student investigation.

If the missing student is under 18 years of age and not emancipated, the student's custodial parent or legal guardian is contacted.