

Ancilla College

Missing Student Protocol

In keeping with federal law, 20 U.S.C. § 1092j, the Office of Residence Life has initiated the following missing student notification policy. This policy is designated for those students living within campus housing that is overseen by Ancilla College. In the event of a missing student, Residence Life will also work directly with the local law enforcement officials as well as the Office of Safety and Support on campus. The purpose of having a listed Emergency Contact is to be able to verify the whereabouts of a person who may not be missing but has voluntarily left his or her residence.

1. Each student living within the residence halls will be given the opportunity and encouraged to list a primary contact by completing the Emergency Contact form. The student should notify this individual that he or she has been designated as an emergency contact for them. This information will be maintained by Residence Life Staff and will be immediately accessible by the appropriate college staff who will oversee the implementation of this policy. In the event of a determination that a student is missing, the college will attempt to notify the listed designated emergency contact person within 24 hours.
2. At any point during a student's enrollment, he or she may choose to register or change confidential contact information with the college by notifying the Office of Residence Life. This information is confidential but may be released to the appropriate authorities as necessary to carry out the intent and purposes of the policy.
3. The Residence Life Office will notify a parent or legal guardian within 24-hours after a student is determined to be missing if a student is under the age of 18.
4. Residence Life staff will immediately contact the appropriate officials when a student is reported missing.
6. The Office of Residence Life will be responsible for filing all related missing person reports with other agencies as may be required.
7. Residence Life staff will serve as support personnel when a student is determined AS missing and make appropriate contacts and notifications within the College (Office of the President, etc.).