

<b>WASHINGTON ADVENTIST UNIVERSITY</b> DEPARTMENT OF PUBLIC SAFETY  <b>EMERGENCY RESPONSE PLAN</b>	<b>APPLICABILITY</b> <b>ALL UNIVERSITY RESIDENTIAL BUILDINGS</b>		
	ISSUE DATE <b>3-20-2012</b>	PAGE NUMBERS <b>2</b>	REVIEW <b>9-12-2016</b>
	<b>MISSING STUDENT(S) ON CAMPUS</b>		

Purpose: The purpose of the Missing Student(s) Policy is to ensure that any student who is missing and whose safety may be compromised is reported to the appropriate authorities in a timely manner. This policy applies to students who reside in campus housing (Halcyon Hall and Morrison Hall).

**A.** A person is considered to be “missing” when the person has not been seen or heard from for 24 hours, or unusual circumstances lead to a reasonable belief that a person may be identified as missing. Such unusual circumstances include a report or suspicion that the missing person:

- May be the victim of foul play;
- Has expressed suicidal thoughts;
- Is drug-dependent;
- Is in a life-threatening situation; or
- Has been with persons who may endanger the student’s welfare.

**B.** Students, employees, or other individuals should report any missing persons to the WAU-Campus Public Safety Department, the Dean of Men or Women, the Dean Assistant, or the local law enforcement agency (Takoma Park Police Department 301-270-1100).

**C.** WAU Public Safety personnel must immediately investigate and/or report missing persons who live in on-campus housing to the appropriate local authorities.

- If a report is made to the Dean of Men or Women or the Residential Assistant (RA), the Dean/RA will immediately report the missing person to the WAU-Campus Public Safety Department or the local law enforcement agency (Takoma Park Police 301-270-1100).

**D.** Procedures for Designation of Emergency Contact Information

Students age 18 and above and emancipated minors:

- During enrollment, students may designate an individual or individuals who may be contacted no more than 24 hours after the time he or she is determined to be missing by the WAU Public Safety Department, or the local law enforcement agency.
- The designation will remain in effect until changed or revoked by the student.
- Such contact information will remain confidential, accessible only by authorized campus officials, and will only be disclosed to law enforcement personnel in the event of a missing person investigation.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the student is missing.

Students under the age of 18

- In the event a student who is under the age of 18 and not emancipated is determined to be missing, the college must notify a custodial parent or guardian in addition to any additional designated contact person no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.
- The institution will also notify the local law enforcement agency within 24 hours of the determination that the determination that the student is missing.

E. Communication about Missing Persons

- The Director of Public Safety or designee will notify the local law enforcement agency within 24 hours if a student who resides on campus is determined to be missing.
- The Director of Public Safety or designee will notify the designated contact person and, if the student is below the age of 18 and emancipated, the student's parents within 24 hours of the determination by the local law enforcement agency that the student is missing.

**Departments to report missing students:**

<b>Department of Public Safety</b>	<b>Tel. (301) 891-4019</b>
<b>Office of Student Life</b>	<b>Tel. (301) 891-4110</b>
<b>Dean of Men</b>	<b>Tel. (301) 891-4046</b>
<b>Dean of Woman</b>	<b>Tel. (301) 891-4177</b>