

## ***MISSING STUDENT PROCEDURE***

A Houghton College student will be considered "missing" under the following conditions:

1. He or she has not been seen or heard from for a period of twenty-four hours, at a time when one would reasonably expect him/her to be present or at least to have been in contact with others.
2. Someone searching for another individual fails to locate that person following a preliminary search (phone calls, checking with friends, etc.) and there is good reason to believe his/her disappearance is unusual.
3. Other circumstances which warrant concern: If, for example, a student calls late at night and says she/he is in a certain building and is leaving to go directly to her/his residence, and fails to appear in a reasonable amount of time, such a situation would warrant an immediate action.

Before officially declaring a student as missing, the officer on duty will conduct and/or oversee a preliminary search of areas where the person might reasonably be expected to be found.

Upon determining that a student is missing, the following people will be notified in this order: (In the event it is impossible to reach someone on this list, the next person(s) will be notified.) The family of a missing student is certainly the most critical notification on this list. It is imperative that they be notified in a timely fashion. It is also imperative that we have accurate information and not notify them prematurely in an effort to avoid undue stress.

- 1) Director of Safety and Security
- 2) Vice President for Student Life and/or President (who shall notify the Human Resources Department and/or RD) and other Vice Presidents as determined by Director of Safety and Security
  - a. After consultation with the Director and VP, the designated Vice President will contact the family, as determined by the VP, to involve them in the process of locating their son or daughter.
- 3) New York State Police and Allegany County Sheriff Department and other police agencies as appropriate (e.g. the hometown police department of the student).
- 4) Media Relations.
- 5) Local media as determined appropriate (In most cases the media will be contacted by Public Relations, but it is the responsibility of the officer on duty to be certain this is done.)

A full report will be completed by the officer on duty detailing actions taken and final disposition at the end of their shift.