Policy 8.13
Missing Student Notification

Responsible Official: SVP and Dean for Campus Life
Administering Division/Department: Campus Life
Effective Date: October 01, 2010
Last Revision: October 05, 2015

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Contact Information
VI. Revision History

Overview

The purpose of the Emory University Missing Student Policy is to establish procedures for the University’s response to a report of a missing student as required under the Higher Education Opportunity Act (HEOA) of 2008.

Applicability

The policy applies to students found to be missing or absent from the University for a period of 24 hours without any known reason or which may be contrary to usual patterns of behavior. A student will be considered missing immediately if his/her absence has occurred under circumstances that are suspicious or cause concerns for his/her safety. Such circumstances include, but are not limited to: reports of suspicions of foul play, suicidal thoughts, drug use, any life-threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.

If any member of the University community has reason to believe that a student may be missing, an immediate report should be made to the:

1.) Emory Police Department at 404-727-6111 or call 911 (for Emory main campus) or
2.) The Emory Police Department at Oxford College at 770-784-8377 (Oxford campus).

Students will be given the opportunity during each semester registration process to designate an individual(s) to be contacted by the University in case of emergency. This information is kept confidential but is accessible by authorized campus officials who are responsible for notification and law enforcement officers, in furtherance of a missing person investigation.

Students living in on-campus student housing facilities will annually be given the opportunity to designate one or more individuals to be contacted in the event the student is determined to be missing.

Policy Details

8.13 Notification Procedures for Missing Students
1. Any member of the university community who has information that a student may be a missing person must notify the Emory Police Department as soon as possible.

2. If the initial report that a student is missing is made to a department other than the Emory Police Department, the staff member or faculty receiving the report will ensure that the Emory Police Department is contacted immediately.

3. The Emory Police Department will gather information about the student from the reporting person. Such information may include, but may not be limited to the following:

   Description
   Clothes last worn
   Where student might be
   Who student might be with
   Vehicle description
   Information about the physical and mental well being of the student
   Recent university photograph

4. Appropriate university staff will be notified to aid in the search for the student.

5. If the above actions are unsuccessful in locating the student within 24 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Emory Police Department shall inform the local law enforcement agency that has jurisdiction in the area that the student is missing. The notification will be made within 24 hours of the student being determined missing.

6. When a student who does not live in an on-campus housing facility is determined to be a missing person, the Dean for Campus Life and/or his/her designee will notify the following individuals that the student has been determined missing:

   For students 18 and over: Notify emergency contact.
   For students under the age of 18: Notify the parent/guardian and any designated emergency contact.

   When a student who lives in an on-campus student housing facility is determined to be a missing person, the Dean for Campus Life and/or his/her designee will notify the individual(s) the student designated to be contacted for missing persons purposes that the student has been determined missing. If the student is under the age of 18 and not an emancipated minor, a custodial parent or guardian will be contacted in addition to the designated missing persons contact(s) if they are not the same person(s). The required notifications will be made within 24 hours of the student being determined missing.

   *Successful contact is contingent upon the correct emergency contact information being made available by the student.

7. Senior University Administration will be notified in accordance with this policy.

A campus officer is available to respond to a call 24 hours a day and seven days a week. If the initial report that a student is missing is made to an academic department or university division other than the EPD, the staff member or faculty receiving the report will ensure that the EPD is contacted immediately. The EPD conducts an investigation to determine the location and well-being of the student, with notification to appropriate university staff to aid in the search for the student. If the student is not located within 24 hours of a report, or it is apparent immediately that the student is a missing person (e.g., a witnessed abduction) the EPD shall report the student as a missing person and the Dean for Campus Life (or designee) notifies the emergency contact or parent or guardian on file with the University.

In all cases of a missing student, where the student is declared missing by the Emory Police Department (EPD) after an initial investigation, the Emory University Office of University Media Relations will provide information to the media that is designed to obtain public assistance in the search for any missing student.

Any media requests to the college will be directed to the Office of University Media Relations. Prior to providing the Emory University community with any information about a missing student, the Office of University Media Relations shall consult with the Emory Police Department and with law enforcement authorities to ensure that communications do not hinder the investigation.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/8.13](http://policies.emory.edu/8.13)
Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>Dean of Campus Life</td>
<td>404-727-4364</td>
<td><a href="mailto:kmoss@emory.edu">kmoss@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

- Version Published on: Aug 02, 2012 (student designation of emergency contact)
- Version Published on: Aug 02, 2012 (Original Publication)

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.