

MISSING STUDENT

Policy:

Persons wishing to report a student missing should do so with the Ashland University Safety Services department. Reporting persons includes, but is not limited to: parents, guardians, family members and friends. All Ashland University employees who are informed of a missing student are also required to immediately notify the Ashland University Safety Services department.

Ashland University Safety Services will immediately notify the Vice President for Student Affairs and begin to investigate the report of a missing student. If the student provided an emergency contact for this purpose, Safety Services or the Vice President for Student Affairs (or his/her designate) is required to make contact with the designated contact no later than 24 hours after the student has been determined to be missing. For reporting purposes it is not necessary for a concerned individual to wait 24 hours to report a student missing. For students under the age of 18 (and not emancipated), Ashland University is required to notify a custodial parent or guardian no later than 24 hours after the student has been determined to be missing. Upon determination that a student is missing, the Ashland University Safety Services department also will notify the Ashland City Police.

Resident students can register confidential contact information with the AU Residence Life office. Students have the option to identify an individual (ideally a parent(s) or family member) that Ashland University may contact no later than 24 hours after the time the student is determined missing.

Procedures:

Any report of a missing student should be immediately reported to the Ashland University Safety Services department. When a student is reported missing, the AU Safety Services department will:

- Refer to the Missing Persons section of the Emergency Operations Plan.
- Notify the Vice President for Student Affairs.
- Initiate an investigation to determine the status of the missing individual. Safety Services will employ available AU resources to investigate the students' status. This will include, but is not limited to: residence life staff, academic advisors, AU Counseling Services, known associates, employers, etc.
- Make a determination as to the status of the missing student.
- Safety Services or the Vice President for Student Affairs will notify the identified emergency contact no later than 24 hours after determining the students' status as missing. In the event the missing student is under 18 years of age (and not emancipated), a custodial parent(s) or guardian will be notified.
- Ashland University Safety Services will notify the Ashland City Police no more than 24 hours upon confirmation as to the students status as missing.
- Emergency communications to the campus community and outside resources will be coordinated by the Vice President for Student Affairs and AU Public Relations.

Resources:

Safety Services	on campus 5555 or 911 off campus (419) 207-5555
Vice President for Student Affairs	on campus 5304 off campus (419) 289-5304
Residence Life	on campus 5303 off campus (419) 289-5303
Ashland City Police	(419) 289-1911 or 911