

MISSING STUDENT NOTIFICATION POLICY

In accordance with federal law, it is the policy of the University of Valley Forge that each student be informed annually of the following missing student notification procedure. This policy focuses on students living in on campus residential housing.

Registering a Confidential Emergency Contact

New residential students will be given opportunity to identify a confidential emergency contact through the New Student Health Form. This confidential contact is to be notified not more than 24 hours after the student is deemed missing. Students under 18 years of age, if not emancipated, will also be required to give a custodial parent or guardian's contact information.

All residential students will be notified annually, via email, of their opportunity to register or change their confidential contact at any time through the Health Center.

Deeming a Student Missing

A resident student may be deemed missing if it is reported to appropriate University personnel (Campus Security, a Residence Life Director, the Student Life Office, or the Director On-call) that the student has been unreachable via personal contact, telephone, email or other means of electronic communication for 24 hours or more.

Emergency Contact Procedures

Missing persons should be reported to Campus Security immediately. Campus Security will contact the Vice President of Student Life. Once a missing persons report has been filed with Campus Security, the following emergency contact procedures will be initiated no later than 24 hours after a student is deemed missing:

- Campus Security will notify law enforcement offices at the Schuylkill Township Police Department and the Pennsylvania State Police and the student's confidential emergency contact.
- If a student is under 18 years of age and not emancipated, the missing student's parents or his/her confidential emergency contact will be notified by the Vice President of Student Life no later than 24 hours after the student is deemed missing.
- The Vice President of Student Life will notify other campus offices having a need to know (e.g. the President's Cabinet, other Residence Life staff, etc.)

Annual Notification

Annual notification of this policy will be sent by email and placed in the Student Handbook, and on MyValleyForge and UVF website.

This statement of policy will also be found in the Annual Security Report, which is made public on October 1 of each year.