



MISSING STUDENT NOTIFICATION POLICY

In accordance with federal law, it is the policy of the University of Valley Forge that each student will be informed annually of the following missing student notification procedure:

REGISTERING A CONFIDENTIAL EMERGENCY CONTACT

Students, upon Check- In, identify an emergency contact to be notified not more than 24 hours after the student is deemed missing. If desired, a confidential emergency contact may be registered with the Vice President of Student Life.

DEEMING A STUDENT MISSING

A student may be deemed missing if it is reported to appropriate college personnel (Campus Security, Residence Director (RD), or the RD 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 and the RD On-Call immediately. Campus Security/ RD On-Call 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 or the Vice President of Student Life 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 will be notified by the Vice President of Student Life contact no later than 24 hours after the student is deemed missing. Local law enforcement will be notified upon determination that the student is 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 will be placed in the Student Handbook, myVALLEYFORGE and UVF website. Students will update their emergency contact information on the forms due at Check-In.