

POLICIES & PROCEDURES

Missing Student Protocol Security

The following protocol should be used upon discovering that a student has been missing or when someone suspects that a student may be missing:

Keep inquirers calm. Attempt to get as much information as possible about why they suspect a student may be missing. Any cases of suspected missing students should be referred to one of the following individuals immediately:

Shannon Savage, Associate Dean of Students (818) 252-5252

The Associate Dean of Students will:

- Contact the student via phone or email.
- Check student's residence hall room, determine if the student has been in class, determine if a meal plan has been used, and make a reasonable attempt to locate the student's vehicle on campus.
- Check with roommates, friends, and members of the residential community and others who may have relevant information.
- If a student who has been reported missing is not located within 24 hours, the Associate Dean of Students (or designee) will:
- Notify the student's designated missing person contact, general emergency contact, and/or the custodial parent or legal guardian as appropriate.
- Notify law enforcement agencies, coordinate efforts with those agencies as requested, and continue efforts to locate the student.

If a student is under age 18 and non-emancipated, the student's custodial parent or guardian (in addition to any designated missing person contact) will be notified in the event the student is deemed missing.