



**ROBERTS**  
WESLEYAN COLLEGE



**NORTHEASTERN**  
SEMINARY

## **Notification of Missing Students residing in On-Campus Housing**

If a member of the Campus community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify Campus Safety at (585)594-7777. Campus Safety will generate a missing person report and initiate an investigation. After investigating the missing person report, should Campus Safety determine that the student is missing and has been for more than 24 hours, Campus Safety will notify local law enforcement and the student's emergency contact as soon as practical but no later than 24 hours after the student is determined to be missing. (This does not preclude initiating notification procedures as soon as Campus Safety determines that a student is missing).

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Campus Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Campus Safety will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact may do so at the Campus Safety Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

If the missing student is under the age of 18 and is not an emancipated individual, Campus Safety will also notify the student's parent or legal guardian and the student's designated confidential person (if different from parent or legal guardian) as soon as practical and no later than 24 hours after the student is determined to be missing.