Northwood University
Missing Student Protocol

**Purpose**
To maintain compliance with the Higher Education Opportunity Act, Northwood University has established the following missing student protocol. This policy is intended to establish formal notification procedures for students who live in on-campus housing and who have been reported missing for more than 24 hours. This protocol specifically pertains to students who live in on-campus housing and have been missing for at least 24 hours.

**General**
Any member of the Northwood University community who believes that a student who lives in on-campus housing has been missing for more than 24 hours should immediately call security at 989-837-4373.

**Procedure**
I. Sign-Up
   A. All students will be requested by the Office of Residence Life, at the time of housing sign-up, to provide the name and contact information for a person to be contacted in case of emergency. In addition, the students who choose to live on-campus will also be given the option to provide the contact information for a person to be contacted in the event that student is missing for at least 24 hours.
   B. The Office of Residence Life will maintain the contact information for each student in case of emergency and will maintain this information as confidential. The emergency contact information will not be used for any other purpose.
   C. If a report is made to the security department that a student living in on-campus housing is missing and it is determined that the student has been missing for at least 24 hours, the following notification procedure will be followed.

II. Notification Procedure
   A. Upon receipt of a report of a missing person, the security department will immediately notify the Coordinator of Facilities/Discipline and the Director of Residence Life.
   B. After consulting the Coordinator of Facilities/Discipline and the Director of Residence Life, if it determined that the student has been missing for at least 24 hours, the person(s) listed as the emergency contact person will be contacted/notified by the Coordinator of Facilities/Discipline, the Director of Residence Life, or by a member of the security department. This notification will take place within 24 hours of the time the student was reported missing. In addition to notifying the emergency contact person, the Midland Police Department will be contacted immediately upon the determination that the student has been missing for at least 24 hours.
   C. If the student is under the age of 18 years and is not emancipated, the students custodial parent(s) or legal guardian(s) will be contacted.