

RESPONSE PROTOCOL FOR A MISSING PERSON

I. ASSESSMENT

- A. A concerned person contacts Campus Safety & Security
- B. Campus Safety & Security obtains a description and, if possible, a photo of the missing person and their local address.

II. PERSONS TO BE NOTIFIED

- A. For an on-campus resident, Campus Safety & Security Officers will notify Area Coordinators, Health Services, Dean of Students, Associate Dean of Students, and Director of Campus Safety & Security.
- B. For an off-campus resident, Campus Safety & Security Officers will notify the Dean of Students, Director of Campus Safety & Security and Potsdam Police Department.
- C. Director of News Services will be contacted for Emergency Campus Notification if Police are notified.
- D. Students under the age of 18 and not emancipated, their custodial parent will be notified, and that in all cases that a student is determined to be missing, local law enforcement will be notified.

III. STEPS TO BE TAKEN

- A. Campus Safety & Security along with Residence Life Staff contact friends and acquaintances for any additional information that might help in locating the missing person.
- B. Campus Safety & Security contacts Student Health Services for possible relevant medical information that might help in locating the missing person.
- C. A search, coordinated by Campus Safety & Security, is conducted on campus.
- D. If the search is successful, Campus Safety & Security will contact the appropriate Residence Life Staff, Dean of Students, Associate Dean of Students and Counseling Center as necessary.
- E. If the search is unsuccessful:
 - 1) The Dean of Students or Associate Dean of Students will contact the student's parents.
 - 2) Campus Safety & Security will contact the Potsdam Police Department.
 - 3) The Dean of Students, Associate Dean of Students or Director of Campus Safety & Security will contact the Director of News Services.
 - 4) A statement will be prepared for the media by the Director of News Services.

IV. FOLLOW-UP

- A. If the search is successful, the student's RD may want to check in with the student.
- B. If necessary, referrals to the Counseling Center will be made.
- C. If the search is unsuccessful the Dean of Students, Associate Dean of Students and/or the Vice President for University Outreach and Student Affairs will decide further action to be taken.