

## **MISSING STUDENT PROCEDURE**

### **WHAT YOU SHOULD DO**

1. If you believe that a BW student is missing, call Safety and Security x2336 or go to the Safety and Security Office immediately, regardless of the time of day.
2. Give the Officer as much information as possible including a detailed description of the person (age, height, weight, eye color, hair color, identifying marks, what they were last seen wearing), when they were last seen, where they were last seen, with whom they were last seen, and the emotional state of the person.

### **WHAT WILL HAPPEN**

1. The security officer will complete an information report and will immediately initiate a search for the student.
2. Safety and Security will contact administrators of Student Affairs, Residence Life, Business Affairs, and Academic Affairs to collect information on the student's recent activity on campus (such as food purchases, card access, and class attendance).
3. Security will advise senior management that a student has been reported missing.
4. Safety and Security will also contact the family of the missing student to gather information.
5. Berea Police will be contacted for assistance.