

TRINITY INTERNATIONAL UNIVERSITY
FORM 910-A
Missing Student Checklist

In the event that a student is reported missing, the following procedures should be followed:

RAs/Housing Office:

- Inform ARD/AC/Director of Residence Life
- If ARD/AC/Director of Residence Life cannot be reached, call on-duty phone

AC/ARD/Director of Residence Life:

- Inform Campus Safety and Security
- Inform Associate Dean of Students
- Contact reporting person
- Contact roommates, suitemates, floor mates
- Check Facebook, Myspace, and other social networking sites
- Contact confidential contact person identified by missing student as appropriate
- Call missing student's local numbers as listed in "Emergency Contact Form" or university records
- Contact Information Technology to determine recent Google, Moodle, or TIU Access usage
- Check vehicle location with the assistance of Campus Safety and Security
- If the AC/ARD determines at any point that there is credible threat to the well-being of the student reported as missing, the AC/ARD should call Campus Safety and Campus Services Manager and request law enforcement assistance

Associate Dean of Students (if necessary):

- Contact Dean of Students/VP of Student Life and University Ministries
- Contact Campus Safety and Security and request law enforcement assistance
- Contact identified confidential contact person
- Contact student's parents or legal guardians