



MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

The term “missing student” is defined as any Lock Haven University student residing in an on-campus student housing facility who is reported missing from his or her residence. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Lock Haven University Public Safety at 570-484-2278 located at 32 Glen Road Room 125 Glennon Infirmary Building. The LHU Coudersport and Harrisburg campuses campus does not maintain on-campus housing facilities. Public Safety will generate a missing person report and initiate an investigation. Once information of a missing person is reported to the Public Safety Department, a complete and thorough investigation will be conducted in accordance with Pennsylvania law. Missing students may also be reported to a Campus Security Authority.

Missing Student Contact Procedures In addition to registering a general emergency contact, student residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public 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 can do so through the Lock Haven University Housing office. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

When a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, the University will follow the procedure below:

Notification Procedures:

- Any report of a missing residential student should immediately be directed to the Public Safety Department.
- When a residential student is reported missing, the Public Safety Department will:
- Contact the Dean of Student and Residence Life for Student and Residence Life. (or designee).
- Initiate an investigation to determine the validity of the missing person report.
- Make a determination as to the status of the missing person report.
- Make a determination as to the status of the missing student and initiate proper protocols based upon that determinations The Dean of Student and Residence Life (or Designee) will:
- Notify the missing student’s emergency contact within 24 hours of a determination by Public Safety that the student is missing.
- If the missing student is under the age of 18 (not emancipated), notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of a determination by the Public Safety Department that the student is missing.
- Initiate additional action as deemed appropriate under the circumstances.

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the LHU Public Safety Department at 570-484-2278. LHUPD will generate a missing person report and initiate an

investigation. The LHU Coudersport and Harrisburg campuses campus does not maintain on-campus housing facilities.

Contact Resources:

Public Safety or 711 using a University phone	570-484-2278
Vice President of Enrollment Management and Student Affairs	570-484-2087
Dean of Student and Residence Life	570-484-2319
University Health Service	570-484-2276
Lock Haven City Police or 911	570-893-5911
Campus Village RHD	570-484-2258
Fairview Suites-South RHD	570-484-2374
Fairivew Suites-North RHD	570-484-2270
North Hall RHD	570-484-2249
Smith Hall RHD	570-484-2264
Woolridge Hall RHD	570-484-2377

Reviewed April, 2020

**This policy has been in existence for many years
prior to 2020 with an exact date unknown.
We are using 2010 as a default original
and/or update date.*