Fisk University Missing Student Policy and Protocol 2012-2013

Anyone who believes a student to be missing for a period exceeding 24 hours should immediately report their concern to Fisk University Office of Public Safety and Security, (615) 329-8777. Reports of a missing student should be made to one of the following Fisk University officials:

- Director of Public Safety, (615) 329-8777
- Dean of Student Engagement, (615) 329-8597

Other University officials receiving a missing persons report relating to a student are required to notify the Office of Public Safety immediately. Any report of a missing student will be fully investigated by the University under the coordination of the Director of Public Safety . In order to determine if a student is missing, University officials will check a student's card access records, class attendance, student residence, and use other methods to determine the status of a missing student. Fisk will notify appropriate local law enforcement agencies not later than 24-hours after the time a student is determined to be missing. If the student has designated an emergency contact person, the University will notify that individual as well.

Note for students under age of 21: Suzanne's Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national "Amber Alert" bill. This Federal law is named for Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998.

Emergency Contact Information:

In compliance with the Federal Higher Education Opportunity Act, federal law, 20 U.S.C § 1092j, a student may identify an individual to be contacted by the University not later than twenty-four (24) hours after the time circumstances indicate that the student may be missing. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. For students under age eighteen (18) and not emancipated, Fisk is required to notify the custodial parent not later than twenty-four (24) hours after the time the student is determined to be missing.

All enrolled students at the University, regardless of their living circumstances, should designate an emergency contact person. Every student (resident and non-resident) has his/her own student account and may enter or change, under personal information/address, a designated emergency contact person at any time by updating their contact information. Students should update their personal information at the beginning of each academic year as a part of the check-in process to their residence hall and room, and are solely responsible for the accuracy of the information provided and updating the information when needed.