



MISSING STUDENT NOTIFICATION

VanderCook requests emergency information from students at the beginning of each semester. The information is voluntarily submitted and includes a local address, cell phone number and medical information, as well as parent/guardian information and contact numbers. This information is kept in the President's Office, to be used only in case of an emergency.

Any member of the IIT/VanderCook community or parents of current students may contact either entity to report a missing student, regardless of whether or not the student lives in an on-campus student housing facility. Unless circumstances warrant immediate notification, this notification should occur at least 24 hours after a student is suspected of being missing. If IIT Public Safety is notified first, it will take a detailed report from the individual(s) reporting the missing student. IIT Public Safety will then make immediate notification to the President's Office of VanderCook. Once VanderCook has been notified, either by the initial reporter or IIT Public Safety, deans and faculty are alerted.

After the initial notification has been made, IIT Public Safety, with the assistance and cooperation of the President's Office, will take steps, as appropriate under the circumstances, to investigate the report of the missing student. Components may include any or all of the following activities: (i) a search of all on-campus student housing facilities; (ii) interviewing other students who know the missing students to try to discover further information; (iii) making contact with the student's instructors to verify days of attendance in their classes; and/or (iv) a search of all other campus buildings.

Unless it has been determined that the student in question is in fact not missing, IIT Public Safety will, within 24 hours of a formal determination that he or she is in fact missing, notify the applicable local law enforcement agency. Furthermore, if the student reported missing is less than 18 years of age and not emancipated, IIT will notify his or her custodial parent or guardian within the foregoing time frame. IIT is required to make these notifications under federal law.

As required by federal law, each student has the option to register a confidential contact person who should be contacted in the event the student is reported missing. Only authorized campus officials and, upon their request, law enforcement officers in furtherance of a missing person investigation will have access to this information. An authorized IIT official will notify the student's registered confidential contact person within 24 hours of a formal determination by either IIT Public Safety or local law enforcement agency that he or she is in fact missing.