

# EMERGENCY CONTACT/ MISSING PERSON POLICY

**Approved by:** Office of Student Affairs

**History:** Issued August 2023

**For Questions Contact:** Office of Student Affairs|  
651.690.6778 | studentaffairs@stkate.edu

## **Purpose:**

St. Catherine University is committed to the safety and well-being of its students. The purpose of this policy is to establish procedures and guidelines for notification of a student's emergency contact, and/or responding to reports of missing students. This policy applies to all students enrolled at St. Catherine University, including students enrolled in hybrid or online learning programs, and students studying abroad. The policy aims to ensure the timely dissemination of critical information to designated emergency contacts, in accordance with the Jeanne Clery Act, and to promote the safety and well-being of individuals within the university community.

## **I. Designation of Emergency Contact Information**

All students are required to provide emergency contact information to St. Catherine University. Emergency contact information must include the name and contact details, including phone number and email address, of at least one individual who will be notified in the event that the student is involved in an emergency and notification is required. An emergency contact may be notified of any event that poses an immediate threat to the safety, health, or well-being of individuals within the university community.

Examples include, but are not limited to, medical emergencies, missing students, natural disasters, acts of violence, or severe weather conditions. Emergency contact information will be kept confidential and will only be accessible to authorized personnel involved in emergency response procedures. An emergency contact may also be notified of emergencies of concerns when students are studying abroad or studying away from campus.

## **II. Activation and Notification Process**

In the event of an emergency or crisis situation, the university's designated personnel will assess the situation and determine the need for emergency contact notification. The designated personnel responsible for emergency contact notification will utilize appropriate communication channels, such as email, text messages, phone calls, to reach out to the designated emergency contacts. The content of the notification will provide relevant information regarding the nature of the emergency, actions being taken by the university, and any instructions or guidance for the emergency contacts.

## **III. Missing Person Notifications**

When used in this policy, "missing" means a student who has not been seen or made any contact with another person and the student's absence is contrary to their usual pattern of behavior and/or unusual circumstances may have caused the absence.

In accordance with federal law, St. Catherine University requires resident students to provide the name and contact information of person(s) that

can be contacted should they be determined to be missing from campus.

Missing student contact information is confidential and only accessible to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

## **IV. Missing Person Procedures**

1. Any individual who has reason to believe that a student enrolled at St. Catherine University may be missing should immediately report the situation to the Department of Public Safety (651-690-8888) or the Office of Student Affairs (651-690-6778). Public Safety and/or Student Affairs will initiate an investigation into the report of a missing student.
2. Initial Investigation: Upon receiving a report of a missing student, University personnel will gather relevant information, including but not limited to the student's physical description, recent activities, friends, roommates, and any other pertinent details. University personnel will also consult with appropriate university officials, such as Residence Life staff or faculty advisors, to obtain additional information that may assist in locating the missing student. Once it has been confirmed that a student is missing, St. Catherine University will initiate appropriate communication efforts. This may include notifying the student's emergency contact(s) and other university personnel who need to be informed.
3. Collaboration with External Authorities: If a student is determined to be missing, Student Affairs and/or Public Safety will notify the relevant local law enforcement agency and provide them with all available information within 24 hours. St. Catherine University will fully cooperate with external authorities throughout the investigation and provide any assistance necessary to locate the missing student.

## **VI. Review and Update**

The university will regularly review and update the emergency contact information provided by students to ensure its accuracy and relevance. Individuals will be encouraged to review and update their emergency contact information as needed, especially in situations where their designated contacts or contact details have changed.

## **VII. Confidentiality**

The university will treat all emergency contact information with strict confidentiality and comply with applicable privacy laws and regulations. Access to emergency contact information will be limited to authorized personnel involved in emergency response procedures, and it will not be used for any purposes other than emergency contact notification.