

UAA Housing and Residence Life Missing Person Policy and Protocol

The Higher Education Opportunity Act (P.L. 110-315) requires the University to maintain a missing student notification policy and protocol for on campus residents. A student shall be deemed missing when the student is absent from the University for more than 24 hours without any known reason. This information is posted on University Housing and Residence Life websites and provided at check-in. You should report missing students by filing a missing person report with University Police by calling 786-1120.

Residents 18 years and older:

You may identify a confidential contact to be notified not later than 24 hours after the time that you are determined to be missing. You may register your confidential contact on this form, which you will complete during your check-in process, and can make changes to this form at University Housing front desk in The Gorsuch Commons.

Residents younger than 18 years old:

The policy requires us to notify your custodial parent or guardian not later than 24 hours after the time you are determined to be missing. You must provide parental emergency contact information on this form, which you will complete during your check-in process, and can make changes to this form at University Housing in The Gorsuch Commons.

Should a missing person report be filed on your behalf, University Housing and/or Residence Life will:

- Gather information from the individual reporting the missing person and/or witnesses/roommates, to include details about the reason for the report and any information that can be gathered on the missing student, such as; personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.;
- Use any or all of the following resources to assist in locating the student: call the student's room, go to the student's residence hall room, talk to the roommates, secure a photo of the student, call or text the student's cell phone and call any other numbers on record, send the student an email, check all possible campus locations the student may be, and check the student's vehicle;
- Ensure that University of Alaska Anchorage Police Department has been notified and a missing persons report filed no later than 24 hours after a student is determined missing;
- Notify your confidential emergency contact (custodial parent or guardian if you are less than 18 years old) within 24 hours after the student is determined missing;

Student's Name _____ Cell phone number_(____)_____

Residents 18 years and older:

I choose to provide emergency contact information

I decline the option to provide emergency contact information

Residents younger than 18 years old:

You are required to provide custodial parent or guardian emergency contact information.

In the event of an emergency, please contact the following individual(s):

Name _____

Student Signature _____

Relationship _____

Address _____

Home Phone Number () Cell Phone Number ()