

### **2.11.8 Missing Student and Emergency Contact Registration**

Source: Student and Community Life Handbook

Wartburg will request of all new students residing in the Wartburg owned residence system that they provide, on a voluntary basis at the time of registration, emergency contact information (located in their student records file). This confidential information will be used only by authorized Wartburg personnel in the event a student is reported missing while at the institution. If a Wartburg student living in Wartburg-operated housing is suspected to be missing from campus, students, faculty and staff are instructed to immediately report this information to the Department for Vocation or President's Office. In the event that a student is reported missing after 24 hours, this must be reported to the department for vocation or president's office. If the reported missing student resides off-campus, individuals may contact the local law enforcement agencies which has the jurisdiction to investigate. All reports of missing students made to the department for vocation and/or president's office will be investigated and given priority to other tasks. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the seminary staff will:

Notify the individual identified as the student's emergency contact person; if the student is over 18 years of age and has been missing over 24 hours, Wartburg Seminary will notify the appropriate jurisdictional law enforcement agency and others as deemed necessary.