



Missing Students Policy:

The purpose of this protocol is to establish procedures for Webb's response to reports of a missing student.

How is a student determined to be a "Missing Student"?

This protocol applies to a student who resides on campus housing and is determined through a credible third-party report to be a "missing person." For purposes of this protocol, a student may be a missing person if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances that warrant a search could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Protocol for Reporting a Missing Student:

Anyone in the Webb community wishing to report a missing student should contact Webb's Emergency Response Team immediately. Upon receipt of the report, the Emergency Response Team will initiate an investigation and obtain as much information as possible by contacting and interviewing:

- witnesses,
- the student's confidential contact (see below for more information regarding the role of a confidential contact),
- the student's emergency contact (if the student is under the age of 18 or if the student's confidential contact is not identified or is unavailable), and/or
- the student's custodial parent no later than 24 hours after the student is determined to be missing.

In accordance with recently enacted New York State legislation, S. 2862 (Chapter 22 Laws of 1999), governing Independent Colleges and Universities, it shall be the policy of Webb Institute to turn over investigating reports of missing students to the Glen Cove Police Department no later than 24 hours after the student is determined missing. Webb's Emergency Response Team will oversee this process. When Webb reports the case, witnesses may be asked to provide the police with as much information as possible, including a person's last seen whereabouts, places that the person goes to frequently, family and friends they are in contact with, and a description of the person: such as hair color, distinguishing marks such as tattoos, and a picture of the individual. This protocol does not impose any obligation upon Webb to continuously "check" on the whereabouts of any student nor does it make Webb Institute liable.

Additionally, the New York State Missing Persons Clearinghouse works on missing person cases, supporting law enforcement with cases involving children under 21, college students, and vulnerable adults. The Clearinghouse can be reached at: (800) 346-3543 and can activate under three different alert programs: Missing Child Alert, Missing College Student Alert, and Missing Vulnerable Adult Alert.

What is a Confidential Contact?

Implemented in compliance with the Higher Education Opportunity Act of 2008, every Webb Institute student who is eighteen (18) years of age or older, has the option to identify an individual to be contacted by a member of Webb's Emergency Response Team no later than twenty-four (24) hours after the time circumstances indicate that the student may

be determined missing. For students under the age of eighteen (18) and not emancipated, the institution is required to notify the custodial parent no later than twenty-four (24) hours after the time that the student may be determined missing.

The confidential contact person is a person designated by the student in addition to the emergency contact. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, as well as any update on information regarding the confidential contact. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by the student, the emergency contact provided to Webb will be used. The emergency contact may be notified in addition to any confidential contact provided.

All students receive an email that includes Webb's Confidential Contact Form prior to the start of each semester. Students are also able to update their information by emailing Webb's Office of Admissions and Student Affairs at any point during the semester.