

Students, employees, or other individuals who want to report that an on campus residential student is missing should contact CARES immediately. They may also dial 911. Students suspected of being missing may be reported at any time; there is no requirement to wait 24 hours.

The term “missing student,” for the purposes of this report, refers to any Barnard College student who resides in a facility owned or operated by Barnard College or Columbia University and who has not been seen by friends or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of a member of the Residential Life and Housing staff and any CARES staff member.

The College will initiate the following procedure once advised that a student is missing, with no reasonable explanation for his/her absence. Ordinarily, the procedure will be initiated after at least a 24-hour period will have elapsed after a normal or scheduled event for which the student's presence has been expected. However, the College may waive the 24-hour period if circumstances warrant.

When registering online at the start of each semester, students will be asked to identify a Missing Person Contact person, whom the College shall notify if the student is determined missing. This contact information will be confidential and will be accessible only to authorized campus officials.

In addition, the contact information shall not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. In addition to the Designated Contact, parents of students who are under 18 years of age and not emancipated will also be contacted if such student is missing.

## Procedure if a Student is Reported Missing

1. Reports of missing or suspected missing campus resident students are often first made to a member of the professional Residential Life and Housing staff. As part of the response process, CARES will be contacted by Residential Life and Housing staff. If a report is made directly to CARES or the Response Team, the appropriate Residential Life and Housing staff will also be notified.
2. Once an attempt has been made to reach the reported missing student and preliminary information has been gathered, the Residential Life and Housing staff member will immediately notify a member of the CARES staff, or their designee, of the report. Representatives from Residential Life and Housing and CARES will then investigate by, among other steps:
  - a. Making inquiries of roommates, suite mates, residents on the same floor, and any other known associates of the student, including questions regarding electronic communication;
  - b. Accessing and reviewing the student's academic schedule and determining whether the student has recently attended class;
  - c. Determining whether the student has used their ID card for meals or to access other College buildings or services.

3. If these efforts are unsuccessful, a CARES staff member, or their designee, will promptly—no later than 24 hours after the initial report—notify the designated Missing Person Confidential Contact and/or parent or guardian will be informed of the situation and asked if they have any knowledge of the student's whereabouts. In addition, if the missing student is under 18 years of age and not emancipated, the student's custodial parent or guardian shall also be contacted at this time. The Designated Contact and/or parent/guardian will be apprised of the situation and asked whether they have any knowledge of the missing student's whereabouts.

## Notifications to Law Enforcement

If these efforts are unsuccessful, a CARES staff member, or their designee, will promptly—no later than 24 hours after the initial report—contact the New York City Police Department (unless the report originated from the NYPD). The police will initiate a response based on their departmental policies and procedures. The New York City Police Department will be contacted regardless of whether the student has identified a Missing Person Confidential Contact, as the department has standard operating procedures for responding to missing persons.

