UNIVERSIDAD DEL SAGRADO CORAZÓN
UNIVERSITY RESIDENCE HALLS

PROTOCOL FOR REPORTING A MISSING RESIDENT

All residents must report any absence longer than 24 consecutive hours to the Residence Hall Coordinator or their representative, who will record it in a log kept for that purpose. This log will require the resident's name and the date of return to the Residence Hall. This date will be the starting point for counting the 24 hours if a disappearance is suspected. A “missing student” is defined as a student who has been absent from the Residence Hall for more than 24 hours. This procedure does not prevent a disappearance from being reported within a shorter period if circumstances require it.

Contact numbers for the staff responsible for implementing this protocol:

- ✓ Director of University Residence Halls - 787-728-1515, Extension: 7100
- ✓ University Residence Hall Coordinator – 787-728-1515, Extensions: 7100, 7600
- ✓ Director, Security Office – 787-728-1515, Extensions: 2555, 2552 or 787-727-7070
- ✓ Security Supervisor on Duty – Phone: 939-244-6706

Procedure:

1. Residents must provide, in writing, the name, address and phone number of a person who will serve as an emergency contact, to be notified if the resident is missing for more than 24 hours. Only Residence Hall staff will have access to this information. If necessary, this information will be shared with the Director of Security, the Puerto Rico Police, or any other public safety agency.
2. Anyone wishing to report a missing resident may do so in person at the front desk of each Residence Hall, at the Security Office located to the left of the main campus entrance, or by calling the numbers designated for this purpose.
3. Upon receiving notice that a resident is missing, the Director or Coordinators of the Residence Halls will inquire among other residents connected to the student about their whereabouts.
4. Once the Director or Coordinators of the University Residence Halls determine that a resident has been missing for more than 24 hours, the Associate Dean of Student Affairs and the Director of Security will be notified immediately.
5. If the missing resident is over 21 years of age, the disappearance will be reported to the Puerto Rico Police station nearest to the student's primary residence. If the resident designated an emergency contact, that person will be notified.
6. If the missing resident is under 21 years of age, the emergency contact and the Puerto Rico Police will be notified immediately so that the necessary search efforts can begin, including issuing an AMBER Alert (for those under 18).
7. If there are reasonable grounds to believe that a resident under 21 has left the country, the emergency contact will be contacted to confirm the departure.
8. Federal law requires that every resident holding a student visa (regardless of age) notify the Director of the University Registrar's Office of their departure from the country.
9. If a parent or guardian asks to contact their son or daughter who is a resident under 21, and the resident has reported an absence from the residence hall of more than 24 hours, the parent or guardian will be informed of this.

December 2010