

## Northern Oklahoma College Missing Student Notification Policy

If a member of the Northern Oklahoma College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Office of Student Affairs at 580-628-6240 for the Tonkawa Campus or 580-548-2327 for the Enid Campus. The Office of Student Affairs will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the Office of Student Affairs in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Office of Student Affairs will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so with their residence hall director. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the Office of Student Affairs determine that the student has been missing for 24 hours, the Office of Student Affairs will notify Tonkawa Police and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Northern will notify the student's parent or legal guardian immediately after the Office of Student Affairs has determined that the student has been missing for 24 hours.