



CENTRAL BIBLE UNIVERSITY

Missing Student Information

Registering a Confidential Contact -

Any student may identify a confidential contact to be notified not more than 24 hours after the student is determined missing. Students may register this confidential contact by contacting the Student Services Coordinator via email or in the Student Services Suite in Pelfrey Hall.

Emergency Contact Procedures -

Missing persons should be reported to campus Student Services personnel (Resident Directors, Student Services Coordinator, Dean of Students, Associate Dean of Students, Vice President of Student Services) or the Campus Security Coordinator. The missing person report will be immediately referred to the Vice President of Student Services or the Campus Security Coordinator. Once a missing persons report has been filed with Student Services personnel, the following emergency contact procedures will be initiated no later than 24 hours after a student is determined missing:

- The Vice President of Student Services or Campus Security Coordinator will notify law enforcement, the student's confidential contact and the Student Services team.
- If the student is under 18 years of age and not emancipated, the missing student's custodial parent or guardian will be notified by the Vice President of Student Services or his/her designee no later than 24 hours after the student is determined missing. The Student Services Coordinator will notify other campus offices and personnel having a need-to-know.

A review of Central's Student Services policies and procedures may be found in the Central Bible University Student Handbook. Please contact Cindy Bingamon, the Student Services Coordinator, for more information.