MISSING STUDENT NOTIFICATION

In accordance with the Higher Education Opportunity Act (Public Law 110-315) Regional West Medical Center School of Radiologic Technology has established the following procedure for use in the event that a student is reported as missing from on-campus housing.

Responsibility: Program Director, Program Officials
Standard: Environment

Regional West Health Services has one on-campus student housing facility referred to as InnTouch. InnTouch personnel are available to assist students daily from 6:00 am to 10:00 pm. After hours, hospital security personnel are available to assist students residing at InnTouch.

The Program will identify which students are residing in the on-campus student housing facility (InnTouch) during each term.

The Program will monitor the student presence during week days by the reported attendance in the clinical or didactic setting. If the student does not report to the assigned area, the Program will investigate the reason of nonattendance by a phone call or visiting the student's room. The student has the responsibility of reporting nonattendance to Program faculty. In the event that the student is scheduled for a clinical rotation on one of the weekend days, the student is responsible for notifying department technologists of nonattendance.

On the weekends, the student will communicate with InnTouch personnel at least once each day. If the student will be away from the housing facility over the weekend, the student should inform the InnTouch personnel. Each Regional West Medical Center School of Radiologic Technology student residing at InnTouch has an option to register a confidential contact person that will be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers will have access to this information in the event of a missing person investigation.

In the event that a student does not select a contact person, the local law enforcement department will still be contacted if the student is identified as missing.

While these procedures may be used when a student is reported missing for 24 hours, any individual may initiate the missing student procedure quicker if the individual feels the circumstances warrant a faster implementation.

Procedure for determining that a student residing at InnTouch is missing:

1. Initial investigation will occur when the student who is assigned to clinical education setting or didactic class is absent but does not report inability to attend.

2. A Program Official will attempt to contact the student by phone or by visiting the student's room.

3. On days when the student is not scheduled for didactic class or attendance at a clinical educational setting and the student will be on campus, the student shall be in contact with InnTouch personnel at least once a day.

4. If the student is not scheduled for didactic class or attendance at a clinical educational setting and the student will not be on campus, the student shall notify InnTouch personnel the number of days the student plans to be off campus.

5. If the student does not communicate with InnTouch personnel on the days when the student is not scheduled in a didactic or clinical setting, the InnTouch personnel shall attempt to contact the student by phone or visiting the student's room.

6. In the event the InnTouch personnel are unable to communicate with the student, the InnTouch personnel will contact one of the Program officials to follow up on the possibility of a missing student. The Program official will attempt to contact the student by phone. On the rare occasion the InnTouch personnel cannot reach the Program Official, the InnTouch personnel will directly communicate with the RWMC Security about the possibility of a missing student.

7. Any other individual who cannot contact the student and is concerned about the possibility of a missing student should contact the RWMC Security office or Program Officials.

8. Once the Program Official determines that the student cannot be contacted, the Program official will immediately contact RWMC Security about the possibility that the student is missing.

Work Contacts

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Stephanie Cannon

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Reviewed: 7/14/11, 5/17/12, 5/16/13, 1/24/14, 2/20/15, 3/11/16
Revised: 5/17/12, 2/3/17

REGIONAL WEST MEDICAL CENTER SCHOOL OF RADIOLOGIC TECHNOLOGY
STUDENT RESIDING AT INNTOUCH
CONFIDENTIAL CONTACT PERSON

Name: _____

Phone Number: _____

Cell Phone Number:_____

E-mail Address: _____

Only authorized campus officials and law enforcement officers will have access to this information in the event of furtherance of a missing person investigation.