

**YESHIVA TORAS CHAIM**

**ANNUAL SECURITY AND  
FIRE SAFETY REPORT**

**2020-2021**

## CAMPUS CRIME STATISTICS: 2017-2019

### **On Campus**

**2017/2018/2019**

|   |   |   |   |
|---|---|---|---|
| Number of criminal homicides  | 0 | 0 | 0 |
| Number of murders and non-negligent manslaughter  | 0 | 0 | 0 |
| Number of negligent manslaughter  | 0 | 0 | 0 |
| Number of robberies   | 0 | 0 | 0 |
| Number of rape, attempted rape, stranger  | 0 | 0 | 0 |
| Number of rape, attempted rape, acquaintance  | 0 | 0 | 0 |
| Number of statutory rape/incest   | 0 | 0 | 0 |
| Number of incidents of domestic violence  | 0 | 0 | 0 |
| Number of incidents of dating violence  | 0 | 0 | 0 |
| Number of incidents of stalking   | 0 | 0 | 0 |
| Number of forcible fondling   | 0 | 0 | 0 |
| Number of sexual violence, other  | 0 | 0 | 0 |
| Number of aggravated assaults   | 0 | 0 | 0 |
| Number of burglaries  | 0 | 0 | 0 |
| Number of motor vehicle thefts  | 0 | 0 | 0 |
| Number of offenses related to arson   | 0 | 0 | 0 |
| Number of arrests for liquor law violations   | 0 | 0 | 0 |
| Number of arrests for drug law violations   | 0 | 0 | 0 |
| Number of arrests for illegal weapons possession  | 0 | 0 | 0 |
| Number of persons who were referred for disciplinary action related to liquor law violations      | 0 | 0 | 0 |
| Number of persons who were referred for disciplinary action related to drug law violations        | 0 | 0 | 0 |
| Number of persons who were referred for disciplinary action related to illegal weapons possession | 0 | 0 | 0 |

### **In Dormitories and Student Residences on Campus**

**17 18 19**

|  |   |   |   |
|--|---|---|---|
| Number of criminal homicides                     | 0 | 0 | 0 |
| Number of murders and non-negligent manslaughter | 0 | 0 | 0 |
| Number of negligent manslaughter                 | 0 | 0 | 0 |
| Number of robberies                              | 0 | 0 | 0 |
| Number of rape, attempted rape, stranger         | 0 | 0 | 0 |
| Number of rape, attempted rape, acquaintance     | 0 | 0 | 0 |
| Number of statutory rape/incest                  | 0 | 0 | 0 |
| Number of incidents of domestic violence         | 0 | 0 | 0 |
| Number of incidents of dating violence           | 0 | 0 | 0 |
| Number of incidents of stalking                  | 0 | 0 | 0 |

|   |   |   |   |
|---|---|---|---|
| Number of forcible fondling   | 0 | 0 | 0 |
| Number of sexual violence, other  | 0 | 0 | 0 |
| Number of aggravated assaults   | 0 | 0 | 0 |
| Number of burglaries  | 0 | 0 | 0 |
| Number of motor vehicle thefts  | 0 | 0 | 0 |
| Number of offenses related to arson   | 0 | 0 | 0 |
| Number of arrests for liquor law violations   | 0 | 0 | 0 |
| Number of arrests for drug law violations   | 0 | 0 | 0 |
| Number of arrests for illegal weapons possession  | 0 | 0 | 0 |
| Number of persons who were referred for disciplinary action related to liquor law violations      | 0 | 0 | 0 |
| Number of persons who were referred for disciplinary action related to drug law violations        | 0 | 0 | 0 |
| Number of persons who were referred for disciplinary action related to illegal weapons possession | 0 | 0 | 0 |

**On Public Property**

**17 18 19**

|  |   |   |   |
|--|---|---|---|
| Number of criminal homicides   | 0 | 0 | 0 |
| Number of murders and non-negligent manslaughter   | 0 | 0 | 0 |
| Number of negligent manslaughter   | 0 | 0 | 0 |
| Number of robberies  | 0 | 0 | 0 |
| Number of rape, attempted rape, stranger   | 0 | 0 | 0 |
| Number of rape, attempted rape, acquaintance   | 0 | 0 | 0 |
| Number of statutory rape/incest  | 0 | 0 | 0 |
| Number of incidents of domestic violence   | 0 | 0 | 0 |
| Number of incidents of dating violence   | 0 | 0 | 0 |
| Number of incidents of stalking  | 0 | 0 | 0 |
| Number of forcible fondling  | 0 | 0 | 0 |
| Number of sexual violence, other   | 0 | 0 | 0 |
| Number of aggravated assaults  | 0 | 0 | 0 |
| Number of burglaries   | 0 | 0 | 0 |
| Number of motor vehicle thefts   | 0 | 0 | 0 |
| Number of offenses related to arson  | 0 | 0 | 0 |
| Number of arrests for liquor law violations  | 0 | 0 | 0 |
| Number of arrests for drug law violations  | 0 | 0 | 0 |
| Number of arrests for illegal weapons possession   | 0 | 0 | 0 |
| Number of persons who were referred for disciplinary action related to liquor law violations | 0 | 0 | 0 |
| Number of persons who were referred for disciplinary action related to drug law violations   | 0 | 0 | 0 |
| Number of persons who were referred for disciplinary action                                  | 0 | 0 | 0 |

related to illegal weapons possession

| <b><u>Hate Offenses – On Campus</u></b>          | <b>17</b> | <b>18</b> | <b>19</b> |
|--|-----------|-----------|-----------|
| Number of criminal homicides                     | 0         | 0         | 0         |
| Number of murders and non-negligent manslaughter | 0         | 0         | 0         |
| Number of negligent manslaughter                 | 0         | 0         | 0         |
| Number of forcible sex offenses                  | 0         | 0         | 0         |
| Number of non forcible sex offenses              | 0         | 0         | 0         |
| Number of aggravated assaults                    | 0         | 0         | 0         |
| Number of simple assaults                        | 0         | 0         | 0         |
| Number of offenses related to arson              | 0         | 0         | 0         |
| Number of instances of intimidations             | 0         | 0         | 0         |

| <b><u>Hate Offenses - On Public Property</u></b> | <b>17</b> | <b>18</b> | <b>19</b> |
|--|-----------|-----------|-----------|
| Number of criminal homicides                     | 0         | 0         | 0         |
| Number of murders and non-negligent manslaughter | 0         | 0         | 0         |
| Number of negligent manslaughter                 | 0         | 0         | 0         |
| Number of forcible sex offenses                  | 0         | 0         | 0         |
| Number of non forcible sex offenses              | 0         | 0         | 0         |
| Number of aggravated assaults                    | 0         | 0         | 0         |
| Number of simple assaults                        | 0         | 0         | 0         |
| Number of offenses related to arson              | 0         | 0         | 0         |
| Number of instances of intimidations             | 0         | 0         | 0         |

| <b><u>Fire Statistics:</u></b> | <b>17</b> | <b>18</b> | <b>19</b> |
|--------------------------------|-----------|-----------|-----------|
| Number of Fires                | 0         | 0         | 0         |
| Location of fire               | 0         | 0         | 0         |
| Cause of fire                  | 0         | 0         | 0         |
| Damage to persons or property  | 0         | 0         | 0         |

### **Campus Security Procedures**

(A) **Campus Crime Reporting Procedures:** Immediately after witnessing a crime, a student or employee must notify the nearest police station. In the event of any danger or risk, such as a bomb threat, suspected criminal or suspicious character on premises, etc., any witness should discreetly and cautiously notify the senior

administrative staff member on campus. This will prompt immediate notification to all students and employees as to precautions to take while avoiding panic.

All crimes should be brought to the attention of the Executive Director, Rabbi Avrohom Mordechai Gluck, who serves as the liaison with the local police in coordinating information and keeping students informed. Relevant crime information will be publicly announced to the student body within 24 hours of a crime.

(B) **Policies on Access to Facilities:** Access to all school facilities is restricted to approved students and employees, as well as to authorized visitors. All buildings are to be securely locked after programs and study sessions have ended. After-hours student access is provided only by contacting appointed employees and/or students.

(C) **Current Campus Law Enforcement Policies:** The institution maintains no security department of its own. Students must always be mindful of their responsibility for the welfare of themselves as well as of fellow peers. Any student or employee that is witness to a dangerous or suspect situation is expected to immediately communicate with the local law enforcement agency.

(D) **Availability of On and Off-Campus Counseling and Mental Health Services for Crime Victims:** Counseling is available on campus and is provided by faculty and administration members. In addition, specially trained therapists are available for counseling students at the Lakewood Community Services Corporation (LCSC), located at 415 Carey Street, Lakewood, NJ, 08701. The LCSC phone number is 732-901-6001

(E) **Policies for Preparing the Annual Disclosure of Crime Statistics:** The institution annually discloses crime statistics to students and employees.

(F) **Programs to Educate Students and Employees about Campus Security Procedures:** Students are expected to review all the security materials carefully, and to strictly adhere to all policies.

(G) **Programs to Educate Students and Employees about Crime Prevention:** Students are expected to observe rudimentary safety precautions, such as traveling in groups after dark and in high crime areas.

(H) **Statistics, for Most Recent Calendar Year (and last two as available), of Crimes Reported to Police:** There have been no documented cases of criminal offenses.

**(I) Policy Regarding Police Monitoring of Crime at Recognized Off-Campus Organizations:** There are no authorized off-campus organizations.

**(J) Substance Abuse Policy:** See Drug and Alcohol policy.

**(K) Statistics on Liquor, Drug, and Weapons Abuses:** There have been no documented offenses related to liquor, illegal drugs or weapons.

**(L) Campus Policy Regarding Sexual Violence and Sexual Misconduct:** Yeshiva Toras Chaim is completely committed to maintaining a safe and secure environment for all students. Accordingly, the school adheres to a strict and uncompromising no-tolerance policy with regard to sexual violence which includes any form of sexual assault, domestic violence, dating violence, stalking or any other form of sexual misconduct. Yeshiva Toras Chaim also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or participates in an investigation, proceeding, complaint, or hearing under this policy. Once Yeshiva Toras Chaim becomes aware of an incident of sexual violence, dating violence, domestic violence and stalking or any other form of sexual misconduct, Yeshiva Toras Chaim will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence, and address its effects.

The school official who is responsible for coordinating efforts to prevent sexual violence, dating violence, domestic violence and stalking or any other form of sexual misconduct is Rabbi Avrohom Mordechai Gluck. He can be contacted at Yeshiva Toras Chaim, Administrative Offices, 999 Ridge Avenue, Lakewood, NJ 08701. He can also be reached by phone at (732) 414-2834 or by email at yeshivatoraschaim@gmail.com.

Any person seeking information or training about rights and available actions to resolve reports or complaints involving potential sexual violence, dating violence, domestic violence and stalking or any other form of sexual misconduct and/or any person who wants to file a complaint or make a report of sexual violence, dating violence, domestic violence and stalking or any other form of sexual misconduct or get information about available resources (including confidential resources) and support services relating to sexual violence, dating violence, domestic violence and stalking or any other form of sexual misconduct should contact Rabbi Avrohom Mordechai Gluck at the phone number, address or email address listed above.

In the event of a sex offense, or incident of domestic violence, dating violence or stalking, students are urged to contact the police immediately. The nearest police station is located at 321 Third Street, Lakewood, NJ 08701. The Lakewood police phone number is 732-363-0300. Should a student feel uncomfortable in contacting

the police directly, he may indirectly do so through the Yeshiva's police liaison, Rabbi Avrohom Mordechai Gluck.

In the event of an assault or incident, it is important for the student to preserve all evidence as proof of a criminal offense. Victims of sexual violence, domestic violence, dating violence, stalking or any other form of sexual misconduct are directed to contact a special culturally-sensitive project called Amudim. Their confidential hotline is (646) 517-0222. This is a dedicated hotline and is answered by culturally sensitive social workers and legal staff. Information about their services is available at the following website: [Amudim.org](http://Amudim.org).

Victims of domestic violence may also contact the Shalom Task Force's Confidential Hotline at (718) 337-3700.

Upon request and if reasonably attainable, Yeshiva Toras Chaim will change a victim's academic and living situation after the alleged sex offense. In the case of an alleged sex offense, incident of domestic violence, dating violence or stalking, both the accuser and the accused will be called before a disciplinary committee headed by the Executive Director, Rabbi Avrohom Mordechai Gluck, who receives annual training in domestic violence, dating violence, sexual assault and stalking. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. The Executive Director will interview both parties and any witnesses in order to make a determination of the student's culpability. The accuser and the accused will be informed of the school's disciplinary proceeding with respect to the alleged offense or incident.

Yeshiva Toras Chaim maintains a strict and uncompromising no-tolerance policy in regard to any sexual violence, domestic violence, dating violence, stalking or any other form of sexual conduct. Any student found guilty of sexual violence, domestic violence, dating violence or stalking, or any other form of sexual conduct, as determined by an investigation by a faculty board of inquiry, will immediately be expelled from the institution. There is no due process involved, and no appeal will be accepted. Attendance at our institution is a privilege, not a right, and may be withdrawn without notice if the student is deemed a threat to the safety and security of the student body.

**(M) Definitions:**

Definition of Consent:

Informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A person can withdraw consent at any time. There is no consent when there is force, threats, intimidation, or duress. A person's lack of verbal or physical resistance or

manner of dress does not constitute consent. Consent to past sexual activity with another person does not constitute consent to future sexual activity with that person. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person cannot consent to sexual activity if such person is unable to understand the nature, fact, or extent of the activity or give knowing consent due to circumstances including without limitation the following:

- the person is incapacitated due to the use or influence of alcohol or drugs;
- the person is asleep or unconscious;
- the person is under the legal age to provide consent; or
- the person has a disability that prevents such person from having the ability or capacity to give consent.

#### Definition of Domestic Violence:

A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

#### Definition of Dating Violence:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved in the relationship

#### Definition of Stalking:

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email.
- Repeatedly leaving or sending victim unwanted items, presents, or flowers.
- Following or laying in wait for the victim at places such as home, school, work, or recreation place.
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's property.
- Harassing victim through the internet.
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.
- Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family work, or neighbors, etc.

(N) **Information for Crime Victims about Disciplinary Proceedings** – Upon request, Yeshiva Toras Chaim will provide the victim with the results of any disciplinary proceeding or actions taken by the Yeshiva against the perpetrator of such a crime or offense.

If the victim has died as a result of the crime or offense, the information will be provided, upon request, to the closest relative of the victim.

(O) **Registered Offenders List** – The following link is provided to enable students and employees of Yeshiva Toras Chaim to access information about registered sex offenders in the state of NJ. The website can be found at [http://www.njsp.org/info/reg\\_sexoffend.html](http://www.njsp.org/info/reg_sexoffend.html).

(P) **Emergency Evacuation Procedures:** In the event of an emergency, an alarm sounds throughout the entire building, classrooms, study area and restrooms. Students are instructed to evacuate the premises as posted and meet at the designated emergency evacuation site upon hearing the alarm.

(Q) **Missing Student Policy:** Should a student, employee, or any individual become aware of a student missing for 24 hours he/she must immediately notify Rabbi Avrohom Mordechai Gluck, who will then contact the local police department. Students are urged to identify a contact person whom the school shall notify within 24 hours of the determination that the student is missing.

All contact information will be registered confidentially and will only be accessible to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of the investigation. The institution will contact the designated contact person of the missing person within 24 hours that the student is reported missing. If the student is a minor under 18 years of age, a parent or guardian will be contacted. In any case, the institution will inform the local law enforcement agency within 24 hours.

**(R) Fire Safety Policies and Procedures:** In the event of a fire in the school building or dormitory, the fire alarm will sound throughout the building. Students are instructed to evacuate the premises and meet at the designated emergency evacuation site upon hearing the fire alarm.

The institution conducts a number of fire drills (at least one per each semester) to ensure that students and staff are familiar with fire evacuation protocol. To prevent potential fires and reduce the number of fire hazards, students are not permitted to bring any cooking and/or heating appliances or other large electrical appliances into the dormitory with the exception of one small refrigerator per room, no larger than 1.7 cubic ft. Irons, microwaves, heaters, electric blankets, electric lamps, hair dryers and similar items are all prohibited.

**(S) Other Emergency Procedures:** If an emergency or threat requires that students remain in the building and that the building remains securely locked, Lockdown Procedures will go into effect securing the building and students from any outside threat.

## **Drug and Alcohol Policy**

The following is the Institutional Drug and Alcohol Policy in effect at Yeshiva Toras Chaim:

Yeshiva Toras Chaim is committed to maintaining a drug-free campus. This is for your benefit and protection, as well as for the welfare of your fellow students and employees.

Although drug and alcohol abuse is today common in American society, we want you to be assured that we expect the school to be totally drug-free. The policies listed below were formulated with that in mind, and we are very serious about enforcement of our standards.

Please read the following carefully, and ask for clarification if needed. Our policies are tough, and we expect them to work.

## **1. Standards of conduct regarding drug and alcohol use**

We will not tolerate any unlawful use, possession or distribution of illicit drugs on school property, or as part of school activities.

In addition, any student misusing drugs or alcohol off-campus will be subject to the same reprimands and disciplinary sanctions listed for violation on-campus (see #5 below), up to and including suspension and expulsion.

Responsible use of alcohol on or off premises, by students over 21, while not encouraged, will be allowed under the following circumstances:

- a. as part of ritual services and celebrations
- b. as long as the student makes no attempt to use a motor vehicle.

## **2. Legal sanctions: local, state and federal**

Please remember that local, state and federal laws are constantly changing. As a result, information we distribute about legal issues may not be up-to-date. [If you are interested, you may check with law enforcement offices about current information.]

Note that the trend in legislation, law enforcement and the courts is toward harsher penalties, larger fines and longer periods of incarceration.

Remember, a conviction causes you to have a permanent criminal record.

You can be arrested if you are in the company of friends who are using illegal

drugs, even if you are not participating. The present penal system is such that even one night in jail awaiting a court appearance (even if you are not convicted) is not an experience you will relish.

a. Federal penalties

There are severe penalties for illegal drug trafficking with minimum sentences for many categories.

b. State penalties

State of NJ Statutes provide penalties for a person found to have acted as an organizer, supervisor, manager, or financier of a scheme distributing illegal drugs, and provide that such conduct is a first degree crime punishable by imprisonment and fines.

c. Local ordinances

These may range from fines for driving with an open container of an alcohol beverage in the car, regardless of whether the driver has consumed any alcohol, to more severe penalties.

### **3. Health risks**

Studies have now proven that all illegal (and many prescription) drugs are, to some extent, physically and/or psychologically addictive.

Marijuana, once considered relatively harmless, has been shown to affect memory and intelligence, most seriously among young people who are at a crucial stage of development. Marijuana may also act as a "gateway" to more dangerous drugs.

In the past, marijuana was often of very weak quality. Potency has increased over the years, and many samples have been found to be adulterated with dangerous hallucinogens and other substances.

There is no safe drug. Many drugs are potentially addictive after only one dose. Many drugs can kill with just the smallest amount of overdose. There is no drug experience that is worth risking your health, and the health of your family, including your unborn children. Remember, you may also be risking your life.

#### **4. Available counseling and treatment**

Our institution is committed to helping students deal with life's problems in a mature, sensible manner. The thrust of our institutional counseling effort is directed at prevention, rather than treatment. We take a very positive view on the counseling process. We provide specialists who are at your service on a constant basis. In addition, all faculty members have been trained to be sensitive to the physical and emotional well being of our students and to assist as appropriate. If you need assistance, we expect you to come to us. We will refer you for counseling if you do not come forward, but we discover that you have a problem, you will be required to seek professional assistance before you can return to school.

For counseling and treatment, we refer students to the CounterForce, the counseling and drug abuse prevention and treatment division of the Torah Umesorah National Association of Hebrew Day Schools.

#### **5. Disciplinary sanctions that the institution will impose on students and employees**

As an institution, which is firmly opposed to any drug involvement, we shall deal severely with any student who misuses controlled substances. Please read the following guidelines carefully as it is the only warning you will receive before sanctions are imposed.

- a. Knowledge that another student or employee is involved with drugs or alcohol

Students or employees who become aware of a fellow student or employee, who is misusing drugs or alcohol, are expected to bring the problem to the attention of the Dean immediately. A student or employee who fails to do so will be held responsible and will be censured.

Any problem can be resolved more easily the earlier it is caught. Neglect of a problem can be a severe danger to the person involved, as well as those around him.

b. First offense - students

A student who is reported to have misused drugs or alcohol will be called to the Administrative office to explain herself. The Dean will interview any witnesses and make a determination of the student's culpability.

If the student is found at fault, he will receive a reprimand and the offense will be noted in his permanent record.

At the discretion of the Dean, the student will be suspended, pending discussion with the student's parents and meeting with a health professional to assess the degree of the problem.

If the Dean is fully satisfied that this was a unique occurrence, and that the student is sincerely regretful, and can be trusted to refrain from any future involvement with drugs, the student will be allowed back into school.

He will be clearly warned that any repeat of the offense will result in immediate suspension pending investigation, and ultimately in expulsion.

c. Second offense - students

Any student, who is guilty of a second offense, as determined by investigation by a faculty board of inquiry, will immediately be expelled from the institution.

Reinstatement may be considered only after a prolonged period of professional counseling and compliance testing, and at the discretion of the Dean.

There is no due process involved, and no appeal will be accepted. Attendance at our institution is a privilege, not a right, and may be withdrawn without notice if the student is deemed a threat to the moral and/or physical integrity of the student body.

d. First offense - employees

In general, no applicant who has been convicted of a drug-related offense will be hired as an employee of this institution, although we may consider extenuating circumstances.

Any employee who has concealed a past drug-related conviction will be terminated without notice if such offense comes to our attention.

Any employee who is observed to be misusing drugs/engaging in the unlawful possession or sale of drugs will immediately be terminated and referred to appropriate law enforcement officials.

e. Addiction to prescription drugs/alcohol

As legal substances, prescription drugs and alcohol are, unfortunately susceptible to misuse and addiction under the proper circumstances.

The institution is sympathetic to any individual who is inadvertently entrapped in

such a situation, and urges that individual to obtain immediate professional and/or self-help group type of assistance in curing the addiction.

The administration will make every effort to allow the employee to arrange his/her schedule to facilitate seeking professional assistance, and will make every possible effort to allow an employee to return to work after seeking treatment for their addiction at a residential clinic.

#### f. Responsible use of alcohol

Under no circumstances is a student who has consumed any alcohol beverage, in any quantity, to drive any motor vehicle. A student's friends are expected to exercise good judgment and seek the assistance of an adult if they are unable to dissuade a student from driving.

Preferably, a student who is drinking should turn his car keys over to a friend. We wholeheartedly support the idea of a designated driver. This is an arrangement where one person, who will not drink at all, is selected in advance to drive home.

Any student who drinks in violation of the rules will be held responsible, and censured severely, up to and including a meeting with the student's parents, and/or suspension.

### **Missing Student Policy**

Following is Yeshiva Toras Chaim's policies and procedures with regard to missing students:

In the event a student, employee, or any individual becomes aware of a student missing for 24 hours he/she must immediately notify Rabbi Avrohom M. Gluck, Executive Director. Rabbi Avrohom M. Gluck will then contact the local police department. Students are urged to identify a contact person whom the school shall notify within 24 hours of the determination that the student is missing. All contact information will be registered confidentially and will only be accessible to authorized

campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of the investigation.

The institution will notify the local law enforcement agency within 24 hours of the determination that the student was missing, unless the local law enforcement agency was the one that made the determination that the student was missing.

The institution will contact the designated contact person of the missing person within 24 hours that the student is reported missing. In addition, if the student is under 18 years of age, a parent or guardian will be contacted. In any case, the institution will inform the local law enforcement agency within 24 hours.