



Otis College of Art and Design

Missing Student Policy Housing and Residence Life

In an effort to support the campus community and the students within the community, the College has adopted a 24 hour missing person's policy for residential students residing within the Otis Student Housing Program. In accordance with the Higher Education Act, the following should be noted:

Emergency Contact Information

1. During each open registration period all students intending to register for classes, for any subsequent term, will be given the opportunity to elect an emergency contact. Residential students will also, on an annual basis, file an emergency contact form with the Residence Life and Housing Office. Within 24 hours of the College being notified of a student missing, the student's designated contact, based on either of the aforementioned methods, will be contacted and notified.

Official Notification Procedure

1. Any member within or outside the Otis community must notify the Office of Residence Life and Housing by calling 310.846.2648 or 310.665.6967 of a missing person (residential student).
2. The Office of Residence Life and Housing, at that time, will research and investigate the information received. The office will also request and/or gather any additional information needed from the reporting party.
3. The Office of Residence Life and Housing will make attempts to contact the reported missing person by phone, extraction from class, and/or visiting the student's apartment unit within the Otis Student Housing Program.
4. In the event that the reported missing student is not located or contacted (and it has been at least 24 hours or an apparent abduction) the Office of Residence Life and Housing will contact the Los Angeles Police Department, Pacific Division, at 1.310.482.6334 to report the student as missing.
5. The Assistant Dean of Student Affairs (or his or her designee), after police notification and no later than 24 hours after determining the residential student is missing, will notify the missing student's emergency contact (notification may be made to more than one person depending on individual(s) student has listed).
6. After the Los Angeles Police Department is notified, they will lead the search in finding the student and the missing person's emergency contact information will be forwarded to the police department. The Assistant Dean of Student Affairs (or his or her designee) will stay in communication with the missing person's emergency contact, as a support.