

**JUDSON COLLEGE
EMERGENCY CONTACT FORM**

Date: _____

Semester/Year: _____

Emergency Notification System: In the event of an emergency that requires *immediate notification*, the College will be able to send one message to all students, faculty and staff for their safety. You may list up to 6 telephone numbers, 2 email addresses and one number for a text message that will allow every possible means of reaching you.

A Resident Student should include her residence hall room number, a cell phone number if applicable, a work telephone number if applicable, her Judson College email address and any other email address that is checked frequently. If you have a number that can receive a text message, please include that as well. We are not asking for a home number unless you do not have a cell phone.

A Commuter Student should include her home number, a cell phone number if applicable, a work number if applicable, her Judson email address, any other email address that is checked frequently, and a number that can receive a text message, if applicable.

Please update your file as needed!

Student Name: _____ Birthday (MM/DD/YY): _____

Home Address: _____
Street City State Zip

Commuter? _____ Resident Student? _____ Residence Hall and Room Number: _____ Room Telephone: _____

Cell Phone Number: _____ Text Message Number: _____

Judson Email Address: _____ Other Email Address: _____

Work Telephone: _____ Other Telephone: _____

JUDSON COLLEGE MISSING STUDENT NOTIFICATION POLICY DATA:

Missing Student Notification Policy: In compliance with the Missing Student Notification Policy and Procedures Requirement (Section 488 of the Higher Education Opportunity Act of 2008), Judson College establishes this policy and procedure as a framework aimed at locating and assisting students who are reported missing.

All Judson College students will be required to complete an Emergency Contact Form at the beginning of each school year. The form will include an individual to be contacted by the College not later than 24 hours after the time that the student is determined missing in accordance with this policy and procedures. Each student is required to register confidential contact information in the event that she is determined to be missing for a period of more than 24 hours. The Vice President and Dean of Students may excuse a student from this requirement for good cause shown.

First year residential students are required to follow Sign In/Out procedures in their residence halls. **All** students are encouraged to inform their roommates and/or close friends of their plans to leave campus, including places to be visited, companion names, and estimated time of return.

Judson College is **required** to notify a custodial parent or guardian of any student who is under 18 years of age, and not an emancipated individual, not later than 24 hours after the time that the student is determined to be missing in accordance with these procedures. Judson College is required, if a determination is made that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, to initiate the emergency contact procedures in accordance with the student's designation. Additionally, Judson College will notify the Marion Police Department (911 or 334-683-9071) not later than 24 hours after the time that a student is determined missing in accordance with these procedures.

As soon as a student is reported missing, all reasonable efforts will be made to locate the student and to determine her state of health and well-being. These efforts will be collaborative between the Vice President and Dean of Students, the Residence Life Staff, Campus Security, the missing student's family and friends, and other offices on campus as needed. By completing this form, you certify that all information is complete and correct:

Person to Notify: _____ Relationship: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____ Email Address: _____

Home Address if different from above: _____
Street City State Zip

Alternate Person to Notify: _____ Relationship: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____ Email Address: _____

Home Address if different from above: _____
Street City State Zip