

**TEXAS A&M UNIVERSITY-CORPUS CHRISTI
MISSING STUDENT ALERT PROCEDURE
HEOA 488(3), HEA SECTION 485U1**

EMERGENCY CONTACT & MISSING STUDENT RULE AND PROCEDURES

Reporting a Missing Student

If a person has reason to believe that a student that resides on-campus is missing, he/she should immediately notify the University Police Department (UPD) at 361-825-4444. If a student that resides off campus is reported missing to university personnel, UPD will notify the proper law enforcement agency, as soon as reasonably possible, and assist with the investigation.

The reporting party should provide the following information:

- The relationship of the concerned party to the missing student,
- How long the student has been out of contact,
- If there is a reason to believe the student might be in distress or if there is a threat of imminent harm,
- Background and descriptive information.

Should UPD determine that the student has been missing for more than 24 hours, UPD will, within 24 hours, notify the Office of Student Affairs, Corpus Christi Police Department and the student's emergency contact.

If the student is under 18 years of age and is not an emancipated individual, UPD will additionally notify the student's parent or legal guardian and emergency contact(s), as designated in the records of the University, immediately (and in no event, later than 24 hours) after determining that the student has been missing for 24 hours.

If contact is made with the student, he/she will be instructed to get in touch with the concerned party.

Students are encouraged to periodically review and update their emergency contact information in the student information system (S.A.I.L.).

Emergency Contact Information

All students have the option to identify an emergency contact person(s). This person will be notified, within 24 hours, if UPD and/or local law enforcement determine the student is missing. This contact information will be confidential and accessible only to authorized university officials and law enforcement personnel involved in a missing person investigation or emergency.

To designate an emergency contact person, please login to S.A.I.L. at: <http://sail.tamucc.edu/>.

In addition to registering an emergency contact in S.A.I.L., students residing in on-campus housing have the option to identify an emergency contact person with on-campus housing at Camden Miramar.

Procedures for Entering Emergency Contact or Missing Person Information in S.A.I.L.

1. Log onto the University's S.A.I.L. account from the following link:
<http://sail.tamucc.edu/>.
2. From the S.A.I.L. main page click the "login to S.A.I.L." button on the left side of the page.
3. Press the continue button.
4. Enter User ID and Password information accordingly.
5. Click the "Personal Information" tab at the top of the screen or the personal information link in the middle of the page.
6. Click "Update Emergency Contacts" link.
7. Click on the current name that is listed and complete the fields on the following page. The student may add up to two emergency contact persons if desired. To enter a second contact, click on the "new Contact" link and the necessary fields on the following page. You may indicate a primary contact person.
8. Once finished updating the emergency contacts, click the "exit" link in the upper right-hand corner. Close the browser.

Communication of the Missing Student Alert Procedure

Students will be notified of the procedure to designate an emergency contact person and of the missing person reporting process via University "Islander" email.

FMI please contact UPD at 361-825-4444 or Student Affairs at 361-825-2612.

**Texas A&M University-Corpus Christi
6300 Ocean Drive
Corpus Christi, Texas 78412**