

**Webber
International
University
Security
And
Fire Report
2015**

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Webber International University employs security personnel within the Campus Services Department. Security personnel are on duty 24/7 Monday thru Sunday. Security personnel assist students in entering the residence halls after the doors are locked, at midnight on Sunday through Thursday and at 2:00 am Friday and Saturday, for the night. Security personnel will enforce WIU policies and regulations and will assist students in obtaining help in an emergency.

The goal at Webber International University is to ensure that Security Personnel maintain a safe and secure campus for students, staff and faculty. Security Personnel must ensure that the following locations are secure: all classrooms, computer classrooms, faculty offices, library, student union, conference center, football building, pool, fitness center, athletic offices, gymnasium, waste water treatment plant Babson Center, Grace Hall, Camilla Hall, Miranda Hall, Old Main and Buildings A and B. Campus Security will lock and unlock the buildings/locations at the required times. Webber International University Security Personnel maintains a close relationship with the Resident Assistants, Housing Coordinator, Dean of Student Life, Director of Campus Services along with the Polk County Sheriff's Office (PSCO).

Security personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at Webber International University. Webber International University Campus Security have the authority to place parking boots on vehicles. In order to have the boot removed, a fine must be paid to the Business Office. WIU Security personnel cannot arrest anyone; however, they are empowered to contact local authorities immediately in the event of an emergency, a crime or a disturbance. Criminal incidents are referred to the Polk County Sheriff's Department.

Webber International University Campus Security maintains a highly professional working relationship with Polk County Sheriff's Department. All crime victims and witnesses are strongly encouraged to immediately report all crimes to the Webber International University Campus Security as well as the Department of Student Life. Prompt reporting will assure timely warning notices on campus and timely disclosures of crime statistics. WIU enjoys a close relationship with local law enforcement authorities. Local police have responded to emergency calls with an appropriate degree of promptness and have assisted students and WIU personnel in dealing with situations. Security personnel, local police and the University administration strongly encourage students to report all crimes to security and a police agency. At this time, the University does not have an official Memoranda of Understanding with Polk County Sheriff's Department (PSCO). However, the University has a strong working relationship, engages in open communication, and will continue to completely cooperate with the Polk County Sheriff's Department (PSCO).

Campus Security - Phone: (863)638-1433 Cell: (863)605-2499

Reporting Campus Crime

The University is very concerned with the safety of its students and faculty and it is also concerned with the security of both personal and University property. When witnessing or

discovering a crime, students should first do what is necessary to secure their personal safety and the safety of others. The students should immediately report the crime to University personnel available on site. University personnel will then assist students in contacting the appropriate law enforcement agency. Students may seek advice or assistance from police immediately in the event the crime is serious or life threatening.

The student, when witnessing or discovering a crime, should first do what is necessary to secure his personal safety and the safety of others. The student should immediately report the crime to University personnel available on site. The University personnel will assist the student in contacting the appropriate law enforcement agency. The student may seek advice or assistance from police immediately in the event the crime is serious or life threatening. The campus community will receive a bulletin from the President's Office which will inform the community of any crime which affects the community at large or presents an imminent danger.

In case a sexual offense has taken place, students are advised to contact the Dean of Student Life to report the offense. In the event the student feels he or she is in imminent danger, he or she should take immediate steps to secure his or her personal safety and to contact law enforcement authorities immediately. The Dean of Student Life will assist the student in reporting sexual offenses to police. Students are reminded that preservation of physical evidence of sexual offense is essential for prosecution of the crime. The student is advised not to shower or change clothing prior to presenting.

University personnel who are available to assist students in resolving or reporting a crime are: Security, R.A.'s, Housing Coordinator, Campus Service Director, and Dean of Student Life.

Campus Hours

Campus offices are generally open from 8:00 a.m. until 5:00 p.m. Monday through Friday. Classrooms are open from 7:30 a.m. until 9:30 p.m. Monday through Friday and on Saturdays when classes are in session. The Library hours are from 8:00 a.m.-10:00 p.m. Monday - Thursday, Friday 8:00 a.m. -5:00 p.m., Saturday 1:00-5:00 p.m., Sunday 5:00 -10:00 p.m. Additional hours may be made available during exam weeks. The Computer Resource Center is open from 8:00 a.m. until 12:00 a.m. every day.

Security will admit students at other times with a valid I.D. Access to Campus facilities after regular hours are limited to students and their registered guests. Visitation hours are maintained within the residence halls; after visitation hours, only resident students and their registered guests are allowed within the residence halls. This policy is enforced by RA's and security personnel on site.

The University reserves the right to alter access to the Campus facilities at any time. The University also reserves the right to bar an individual or group of individuals from Campus facilities or property

Educational Programming

The University sponsors a guest speaker, seminar or workshop program once per year which addresses the topic of sexual offenses. A drug and alcohol awareness program is held annually and is addressed in the policy statement.

Crime Statistics

In 2015, 0 aggravated assaults, 0 robberies, 4 burglaries, 0 liquor law violations, 0 drug law violation, 0 drug law arrest and 0 larceny/thefts. However, theft of student's personal belongings is always a concern. All students are reminded to lock cars, residence hall rooms and not to leave books, backpacks or other belongings unattended for even short lengths of time. The College is not responsible for the security of a student's personal belongings.

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

| Criminal offense | Total occurrences in On-Campus Student Housing Facilities | | |
|--------------------------------------|---|--------------------------------|--------------------------------|
| | 2013 | 2014 | 2015 |
| a. Murder/Non-negligent manslaughter | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. Negligent manslaughter | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. Sex offenses - Forcible | 0 | | |
| d. Rape | | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. Fondling | | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. Sex offenses - Non-forcible | 0 | | |
| g. Incest | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. Statutory rape | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. Robbery | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. Aggravated assault | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. Burglary | 4 | <input type="text" value="0"/> | <input type="text" value="4"/> |
| l. Motor vehicle theft | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| m. Arson | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |

Description of On Campus Housing Facilities

Grace Hall is an all-male dormitory that houses up to 140 students. It is a 3 story building that has two communal bathrooms on each floor and laundry on the first. It has an automated sprinkler system that is monitored by Haines City Fire

Camilla is a co-ed dormitory that houses up to 99 students. It is a two story building with bathrooms in each room and laundry in on the first floor. It has an automated sprinkler system that is monitored by Haines City Fire

Building A is a co-ed dormitory that is apartment style living and houses up to 40 students. It is a two story building with 3 bathrooms per room and no laundry facilities. It has an automated sprinkler system that is monitored by Haines City Fire

Building B is a co-ed dormitory that is apartment style living and houses up to 40 students. It is a two story building with 3 bathrooms per room and no laundry facilities. It has an automated sprinkler system that is monitored by Haines City Fire

Miranda is a co-ed dormitory that is apartment style living and houses up to 100 students. It is a two story building with 3 bathrooms per room and no laundry facilities. It has an automated sprinkler system that is monitored by Haines City Fire

| | Fire Monitoring Sprinkler System | Smoke Detection System | Fire Extinguishers | Number of Fire Drills each Academic Year |
|------------|----------------------------------|------------------------|--------------------|--|
| Grace | X | X | X | 2 |
| Camilla | X | X | X | 2 |
| Building A | X | X | X | 2 |
| Building B | X | X | X | 2 |
| Miranda | X | X | X | 2 |

Fire Safety Report

**Webber International University
2016 Institutional Fire Log for On-Campus Housing Conforming with 34 CFR 668.49**

| Month | Date/Time Reported | Case # | Nature of fire | Date/Time of Fire | Location | Description of Incident | Cause |
|--------------|---------------------------|---------------|-----------------------|--------------------------|-----------------|--------------------------------|--------------|
| January | No Incidents | | | | | | |
| February | No Incidents | | | | | | |
| March | No Incidents | | | | | | |
| April | No Incidents | | | | | | |
| June | No Incidents | | | | | | |
| July | No Incidents | | | | | | |
| August | No Incidents | | | | | | |
| September | No Incidents | | | | | | |
| October | No Incidents | | | | | | |
| November | No Incidents | | | | | | |
| December | No Incidents | | | | | | |

Items Not Permitted in the Dorms

Smoking - Florida Law states that smoking cigarettes, E-cigs, vapes, or any other form of smoke is NOT permitted in enclosed public areas, which include (residence halls, bathrooms, hallways, lobbies, classrooms, labs, etc). Hookah's, bong, and other smoking apparatus are NOT permitted on campus. Cigarette butts must be disposed of properly rather than thrown on the ground.

Appliance - As several rooms are wired into the same electrical circuit, caution must be taken not to overload electrical outlets. All appliances must be plugged directly into a wall outlet or into an approved power strip.

Acceptable appliances include: PC's, TV's, typewriters, radios, stereos, percolators, popcorn poppers, fans, blenders, clocks, steam irons, drip coffee/tea maker, crock pots and blow dryers.

All appliances must have a U.L. seal. Irons must be kept in good condition and unplugged when not in use. Each room comes equipped with a Micro Fridge. Appliances not allowed include: Microwave oven, Toasters, Electric Skillet, Sun/heat lamps, portable heaters, ceiling fans, Charcoal or Electric Grills, broiler ovens, hot plates, incense, candles, and any open coiled heating device. Electrical decorations are not allowed. As well as any appliances with a detachable cord, or open flame. All unapproved appliances will be confiscated.

Cooking - Because of the potential fire hazard and the effect of cooking on furnishings in your room, cooking is not permitted in residence hall rooms.

Emergency Response and Evacuation Procedures

Upon the confirmation of a significant emergency or dangerous situation on campus, the University has developed the following procedures to facilitate notification and evacuation:

Webber International University has installed a state-of-the art campus alert system featuring Federal Signal's Eclipse 8 siren (mounted on the tall pole behind the classroom building). The siren warning is supplemented with Nixle's mass SMS and email notification system to deliver emergency messages to subscribed devices. While no warning system can replace common sense and situational awareness, and while no system is foolproof, in the event of very serious emergency, we will activate our campus warning system. Except for our weekly test which occurs at 2:00 each Wednesday afternoon, **should you hear the siren or get a text message, you should take immediate action.**

Siren Alert Types

There are three distinct warnings the siren will generate: Fast wail for 1 minute: This indicates a serious emergency such as an armed intruder or tornado sighting. In this instance, it is recommended that you get inside, lock doors, stay away from doors and windows, stay low, and await further instructions. The siren will be followed by a Nixle generated emergency text message sent to subscribed devices.

Steady tone for 15 seconds: This is the all clear signal. It indicates that the emergency has passed and that it is safe to resume normal activities. This should be followed by a Nixle generated all clear text message sent to subscribed devices.

Slow wail for 15 seconds: System test. Scheduled for Wednesday afternoon at 2:00. No action is required.

Nixle - This service is free to join (providing one has free SMS messages) and allows one to receive alerts and important information through e-mail and text messages from WIU (once you have joined and selected WIU as an agency from which you would like to receive communication). In the event of the activation of the Federal Signal Eclipse 8 Campus Alert System, we will also send a message explaining the emergency. In order to join Nixle, register at www.nixle.com. Webber's zip code is 33827.

The Emergency Team is comprised of the following positions: President of WIU, Dean of Student Life, Vice President of Institutional Advancement, Vice President of Finance, Athletic Director, Assistant Athletic Director, Director of Campus Services, Director of Security, Director of Information Technology and the Football Coach will meet to make this determination. Depending on the outcome of the meeting the following procedure will be put into motion:

In obvious emergency situations, the President will put the following into motion:

The emergency notification process involves the receipt of information, which then sets into motion the following action:

- a. Determination if the entire campus community, will receive the emergency alert Notification System-decision made by Emergency Team or President
- b. Compilation of the content of the emergency alert message decision made by the Emergency Team or President
- c. Activation of the Webber International University Emergency Alert Notification System-decision made by Emergency Team or President

Webber International University will, without delay, and taking account the safety of the community determines the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate emergency.

The Director of the Information Technology Department or designee is responsible for activation of the Emergency System as directed by the President and/or Emergency Team.

The University will disseminate the emergency information using its Emergency Alert Notification System (text messages, emails, indoor phone announcements, and web page alert messages).

Webber International University Emergency Federal Signal Alert System equipment is tested every (Wednesday at 2:00pm) to ensure it is working properly. At least once per semester the university will conduct a full activation of the Emergency Federal Signal Alert System, as well as the Emergency Alert Notification system which will be advertised to the Webber International University community beforehand.

The University will test the evacuation procedures (used for fires or other serious emergencies) once per Calendar year. Before, the emergency response and evacuation procedures are tested; the University community will receive adequate notification, as well as details regarding the evacuation procedure from each different location.

Evacuation Procedure –Fire and General Evacuation

If a fire or a situation that requires evacuation is discovered in a building you should take the following action:

1. Immediately evacuate the building. As you leave, notify other occupants. Activate a fire alarm pull system.
 2. Close room and/or hallway and stairwell doors as you evaluate.
 3. Once you leave the building, do not re-enter **for any reason**. The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.
1. In most cases that require evacuation of a building (fire, explosion, bomb threat), occupants should proceed to a clear or safe location away from the building, but where they can be accounted for. WIU Personnel or Emergency Personnel may direct you to other locations. Please comply with their requests in order to effect a safe evacuation.
 2. Evacuation of persons with disabilities will be given the highest priority. They will be evacuated by the most expeditious and safe means available. If you are aware of person(s) with disabilities in your building who require assistance, please notify the Dean of Student Life, Director of Campus Services, Security, and Fire/Emergency Rescue Team
 3. When evacuating the building, do not run. Walk and remain quiet. Be observant to your surroundings and know a second means of escape from your building in the event that your primary route is obstructed.
 4. Occupants, once outside the building, should congregate with fellow students to make sure that everyone has evacuated safely. If you discover that someone is unaccounted for, notify a Security or the Fire rescue team. Intentional evading or refusal to evacuate will result in notice of violation.

Fire & Safety Standard

A fire is any instance of open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety in Residence Halls

Fire Evacuation drills will be conducted once per semester to remind students of fast, safe, and orderly means of exit in case of emergency. Everyone is required to leave the building each time the alarm sounds. Failure to leave the building when the alarm is sounded will result in judicial action against a student. If a fire occurs: Pull fire alarm, Dial 911 and exit the building through fire exits.

Fire alarms, smoke detectors, fire extinguishers, and exit signs are important protection equipment for all residents. Tampering, vandalizing and other damage of this equipment is prohibited by law and a student will be subject to judicial action.

Tampering with or disconnecting smoke detectors is a felony. A mandatory \$500.00 fine will be assessed by the fire marshal for each occurrence and students will be prosecuted and disciplinary action by the university will be taken.

All Student Housing buildings (Grace Hall, Camilla Hall, Dorms A & B, and Miranda) are equipped with an alarm system consisting of audible and visible alarms activated by manual pull stations or smoke detectors. In Grace & Camilla Hall smoke doors were installed in the Summer of 2010. In Dorms A, B, and Miranda Hall each individual room and common spaces (living room) are equipped with sprinklers. Fire alarms, smoke detectors, fire extinguishers, and exit signs are important protection equipment for all residents. Tampering, vandalizing and other damage of this equipment is prohibited by law.

TAMPERING WITH OR DISCONNECTING SMOKE DETECTORS IS A FELONY. A MANDATORY \$500.00 FINE WILL BE ASSESSED BY THE FIRE MARSHAL FOR EACH OCCURRENCE AND STUDENTS WILL BE PROSECUTED AND DISCIPLINARY ACTION BY THE UNIVERSITY WILL BE TAKEN.

Procedure for Student Housing Evacuation

Fire or other potential emergencies the dormitories may require the occupants, including students, staff, visitors or staff from other University departments, to evacuate any or all of the college buildings. The following information and procedures have been designed to help ensure your personal safety, should an evacuation become necessary.

Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions.

During a fire emergency, only designated individuals may remain in the building to fulfill their responsibilities. All other occupants must immediately evacuate the building in accordance with the departmental emergency action plan.

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small, incipient stage fires (no larger than a waste paper basket). Firefighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames.

If you discover a fire: Alert people in the immediate area of the need to evacuate. Activate the nearest fire alarm; call Public Safety at 911 Call Security 863-605-2499

If a building fire alarm is sounding or you receive notification of a fire emergency: Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it - the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial 911 and tell the Public Safety dispatcher your location and telephone extension and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.

If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/grade level exit. Close doors behind you. Assemble at the area designated for your department and remain there until instructed by Public Safety or the fire department that it is safe to re-enter the building.

Designated Assembly Locations:

Old Main Assembly Point – Babson Park Post Office Parking Area

Athletic Building – Soccer Field

Football Building – Soccer Field

Yentes Conference Center Assembly Point – Open Area behind Yentes Center (facing road)

Mc Connell Building Assembly Point – Open Beach Area (Lake Front)

Library & Faculty Offices – Courtyard in front of Academic Affairs

Academic Affairs Office – Courtyard in front of Academic Affairs

Student Union – Open Area behind Yentes Center (facing road)

Babson Center – Open Area In front of US Flag Pole (facing road)

Camilla, Grace, A, B, and Miranda Hall Assembly Point - Carefully Cross North Scenic Hwy and assemble in the parking lot of the Post Office

Any missing personnel should be reported to the R.A's, Director of Security, or Dean of Student Life or Public Safety at the assembly point. Occupants will be advised whether or not they will be allowed to return to the building. If re-occupancy is not imminent, occupants will be directed to proceed to the Sabbagh Gym.

During an emergency, students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate. Special attention should also be given to any persons with disabilities, especially those who are visitors or unfamiliar with the building.

If a fire condition is discovered in a building you should take the following action: 1. Immediately evacuate the building. As you leave, notify other occupants. Activate a fire alarm pull station. 2. Close room and/or hallway and stairwell doors as you evacuate. 3. Once you leave the building, do not re-enter for any reason.

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.

1. In most cases that require evacuation of a building (fire, explosion, bomb threat), occupants should proceed to a clear or safe location away from the building, but where they can be accounted for. Officials may direct you to other locations. Please comply with their requests in order to effect a safe evacuation.
2. Evacuation of persons with disabilities will be given the highest priority. They will be evacuated by the most expeditious and safe means available. If you are aware of person(s) with disabilities in your building who require assistance, please notify an Official.
3. When evacuating the building, do not run. Walk and remain quiet. Be observant to your surroundings and know a second means of escape from your building in the event that your primary route is obstructed.
4. Occupants, once outside the building, should congregate with fellow students/staff/faculty to make sure that everyone has evacuated safely. If you discover that someone is unaccounted for, notify a Security or the Fire rescue team. Intentional evading or refusal to evacuate will result in notice of violation. In residence halls, the Resident Assistants and/or WIU staff

members will go room to room to ensure that evacuation of the residence hall is completed and evacuation procedures are followed.

Titles of each person or organization to which individuals should report a fire has occurred:

911 – Polk County Fire Department, Resident Assistants, Director of Security, Security, Vice President of Finance, Director of Campus Services, Dean of Student Life, Vice President of Institutional Advancement, and University President.

The Director of Security and Dean of Student Life are the emergency contact for Grace, Camilla, A, B and Miranda Hall. The Vice President of Finance, Director of Campus Services Director of Security and/or Dean of Student Life is the emergency contact for all other departments at the University. If you have questions about this plan, contact the Vice President of Finance, Director of Campus Services, Director of Security or Dean of Student Life. If you have questions or concerns about fire safety, contact the Director of Security.

Plans for future improvements in fire safety, if determined by the institution

All Fire Safety Requirements will be implemented. All recommendations by Polk County Fire Department (during inspections) will be implemented.

The Fire Data Folder (which includes Fire Statistics and Fire Logs) must be kept for three years following the publication of the last annual report to which it applies (in effect, seven years. The Director Security is responsible for maintaining and storage of all Fire Data.

Tornado Safety in Residence Halls

Tornado weather is usually a hot sticky day with southerly winds and a threatening, ominous sky. Clouds are often a greenish - black color.

Tornado watch means there are weather conditions suitable for a tornado.

Tornado warning means a tornado has been indicated on radar or has actually been sighted.

In the event of a tornado warning, WIU has an emergency horn that will sound. When you hear this horn, evacuate your room and close the door. Walk to the lowest level hallway and wait there until you receive an all clear signal from a R.A. before returning to your room.

During a Tornado:

1. Close the blinds, and stay away from the windows.
2. Close but do not lock the door.
3. Walk to the lowest level hallway and wait for an all-clear signal from your Residence Assistant before returning to your room.

Missing Student Notification

If any student, staff, faculty or any employee of the University believes that a student may be missing. He/She should contact the Director of Security and Dean of Student Life.

Contact Information: Mike Ritter

Phone: (863) 638-2968 (863) 638-1431

Rittermj@webber.edu

Contact Information: Jay Culver

Phone: (863) 557-3979 (c) (863) 638-2914

culverjr@webber.edu

Each student living in on-campus Housing (this includes off campus accommodation leased by the University) has the opportunity to register a confidential contact person, who will be notified in case he/she is determined missing. Contact of parents/guardians/emergency contact will depend on the accuracy of the information given by the student. It is also the student's responsibility to update any and all contact information. Only authorized campus officials and law enforcement officers will have access to this information. In order to do this, please go to www.webber.edu.

All missing students' reports will be referred immediately to the Dean of Student Life, Vice President of Institutional Advancement, Director of Campus Services and Campus Security. Upon receipt of information, if campus security is absent, the appropriate local law enforcement agency, Polk County Sheriff's Office, will be immediately notified.

The University's Public Relations Office will liaison with media only when it is in the best interest of the missing person.

When a student who resides in on-campus Housing is determined to have been missing for 24 hours, the following procedures will be followed:

The University strongly encourages that any report regarding a missing person, be directed to the Director of Security. In the absence of the Director of Security, all reports must be directed to the Dean of Student Life. However, if a report of a missing student(s) is directed to another University Office or personnel, those receiving the report will immediately contact the Director of Security. Director of Security will inform the Dean of Student Life or Vice President of Institutional Advancement. An internal investigation will commence involving:

- The Missing Person Team – Director of Security, Dean of Student Life, Vice President of Institutional Advancement, Director of Campus Services, Housing Coordinator.
- Director of Security will conduct a thorough search of student's room, and if available automobile
- Director of Security will attempt to contact the missing person via his/her contact phone number and through the University's e-mail system. Often students list their phone contact as that of their parents; thus only the phone contact for the student will be used at this time
- Interview with the person who filed the report
- Interview with roommates/friends /professors of the missing person

-A timeline will be generated as to the last time the missing person was seen, as well as a description of the missing person with regards to mental/emotional/physical well-being and clothing

-Within 24 hours of the report, if it is clearly evident that the student is missing the President of the University will be informed, along with the appropriate local law enforcement agency; Polk County Sherriff's Office will be notified that a student is missing. Once the Polk County Sherriff's Office is notified of the missing student, the Polk County Sherriff's Office will now lead the investigation

-Once a student has been identified as missing ** The parents or guardian of any student, who has not obtained the age of 18, and is not emancipated from their parents will be contacted immediately * * The emergency contact (listed in the students file located in the Registrar's Office) of any student, who has obtained the age of 18, will be contacted **The confidential emergency contact person (if submitted) will be contacted.