

I. POLICY

Student Emergency Procedures

II. PURPOSE

This policy defines the procedures implemented for students under various emergency conditions, including Impaired or Missing Students. This policy applies only to students (including Visiting Students as defined below) in the School of Medicine (SOM) and School of Health Professions and at the Virginia Health Sciences (VHS) at Old Dominion University (ODU).

III. RESPONSIBLE PARTY AND REVIEW CYCLE

[SOM and SHP Student Affairs](#) will review this document annually.

IV. ACCREDITATION REFERENCES

LCME 10.8	Visiting Students
LCME 12.3	Personal Counseling/Mental Health/Well-Being Programs
SACSCOC 12.3	Student Rights
SACSCOC 12.4	Student Complaints

V. DEFINITION(S)

Campus Housing: Property that is owned by ODU. This property includes Health Sciences Campus Housing (formerly known as Hague Club Apartments).

Confidential Contact: An individual registered by a SOM and SHP student with Campus Housing, who will be notified in accordance with this policy if the [ODU Police and Public Safety](#) and/or local law enforcement determines that a student who resides in Campus Housing has been missing for more than 24 hours.

Emergency Contact: An individual registered by an SOM and SHP student with the [Registrar's Office](#), who will be notified in accordance with this policy if the student is involved in an emergency or has been Missing for more than 24 hours.

Impairment: Being under the influence of alcohol or drugs, illicit or otherwise, in any academic, clinical, or research activities.

Missing Student: Enrolled SOM and SHP student or Visiting Student who has not reported for academic, clinical, or research duties at their assigned site for unknown reasons and who has been non-responsive to repeated attempts for contact by phone, email, or in-person means.

Visiting Student: Enrolled student of another institution who is engaged in approved academic, clinical, or research activities in the SOM or SHP or its affiliated entities pursuant to an agreement between ODU and the student's institution or who is currently participating in ODU-sponsored travel activities pursuant to an agreement between ODU and the student's institution.

VI. DESCRIPTION

The SHP and SOM are committed to ensuring the safety of all individuals affiliated with the institution. This policy applies to enrolled SOM or SHP students who are actively engaged in academic, clinical, or research activities, currently participating in ODU-sponsored travel activities, and/or engaged in academic, clinical, or research activities at another institution while on a leave of absence. This policy also applies to Visiting Students.

Students are encouraged to provide Emergency Contact(s) information and to review these designations at the start of each academic term. Students can register information for their Emergency Contact(s) and/or Confidential Contact(s) through [mySIS](#). Students can identify more than one Emergency Contact.

Students who reside at Campus Housing also have the option to provide information for a Confidential Contact(s), who will be notified if the student is determined to be Missing. Students can identify more than one Confidential Contact. Emergency Contacts and Confidential Contacts will be kept confidential and will only be accessible to ODU-authorized campus officials and law enforcement. Each student who files information for Emergency Contact(s) and/or Confidential Contact(s) is solely responsible for the accuracy of the contact information and for updating information as necessary.

Procedures for Emergency Situations Involving Students, Including Impairment

Any individual who has information that a student may be experiencing an emergency should immediately call 911 or the [ODU Police and Public Safety](#) (757-446-5911). Examples of emergency situations include but are not limited to, medical emergencies (e.g., choking, chest pain and/or shortness of breath, loss of consciousness, uncontrolled bleeding, mental status changes), actions or threats of harm to self or others (e.g., violent behavior, signs or threats of suicide, threats of violence), signs of extreme distress, emergencies related to Impairment, crimes in progress, or any other unexpected events where immediate action is required. Reports should be made as soon as the concern has been noted, even if it is unclear if an emergency is actually occurring.

Upon notification of a student who may be experiencing an emergency, ODU Police and Public Safety or other law enforcement will coordinate efforts with [SOM and SHP Student Affairs](#) to locate the student, using one or more of the following methods: emails to the student's ODU or personal email accounts, calls or texts to available phone numbers, contact with relevant individuals at the student's current site placement, contact with colleagues or associates, and/or well-being checks to the student's local address on record.

Any individual who has information that a student has experienced an emergency (where an emergency call has already been made to 911) or has information or concerns about student Impairment must also report this information to ODU. Reports should be made as soon as the concern has been noted, even if it is unclear that an emergency occurred or that a student is actually Impaired.



If [SOM and SHP Student Affairs](#) receives a report that a SOM and SHP student or Visiting Student is experiencing an emergency, including demonstrating Impairment, they may initiate any or all the following procedures, as determined appropriate in the sole discretion of SOM and SHP Student Affairs:

- Remove the student from the academic, clinical, or research site;
- Initiate medical screening procedures, including having [ODU Police and Public Safety](#) escort the student to emergency rooms or other facilities;
- Enact the screening procedures of the student, as outlined in the [SOM and SHP Drug and Alcohol Screen Policy](#);
- Initiate emergency protocols established by travel protocols;
- Initiate the appropriate leave of absence, as outlined in the [SOM and SHP Leave of Absence and Withdrawal Policy](#);
- Contact the student's Emergency Contact(s) and/or other party as may be permitted by law;
- Contact Student Affairs at the home institution of a Visiting Student; and/or
- Notify others at the institution about the student's circumstances.

Students will be notified of any procedures that are implemented as soon as possible.

SOM and SHP Student Affairs will also advise students on available supportive resources. Students who are experiencing financial difficulties are encouraged to contact SOM and SHP Student Affairs and/or [Financial Aid](#) to determine possible assistance.

Procedures for Missing Students

Any individual who has reason to believe that a member of the SOM or SHP community is Missing should contact ODU Police and Public Safety by calling 757-446-5199 immediately. When making a report, individuals should provide as much information as possible regarding the Missing person, including a physical description; what they were wearing when last seen; where they were last seen; what physical condition they were in when last seen; if they were driving or had a vehicle and its description; whom they were with; any known information related to medical or other special conditions; and the length of time Missing. To best ensure students' safety, individuals are encouraged to report a potentially Missing student as soon as concern has been noted for the student's whereabouts, even if it is unclear if a student is actually Missing.

Students who are Missing from that day's duties must immediately be reported to one of the authorized individuals below.

1. SOM and SHP Student Affairs (757-446-5244; 757-446-7275; or 757-774-6577); and/or
2. ODU Police and Public Safety (757-446-5199)

Upon notification of a Missing student, SOM and SHP Student Affairs and ODU Police and Public Safety will immediately coordinate efforts to attempt to locate the student, using one or more of the following methods: emails to the student's ODU and/or personal email accounts, calls



and/or texts to available phone numbers, contact with relevant individuals at the student's current academic placement, contact with colleagues or associates and/or well-being checks to the student's local address on record. SOM and SHP Student Affairs may initiate, at its discretion, any of the foregoing procedures prior to any statutorily designated time period if it is believed to be warranted, including contacting a designated Emergency Contact(s) and/or parent or guardian to help ascertain if a student is Missing or to collect information helpful to a search for a student who has been determined to be Missing.

If a member of the ODU community has reason to believe or has received a report that a student who resides at Campus Housing has been Missing for 24 hours or more, they must contact the [ODU Police and Public Safety](#) by calling 757-446-5199 immediately. ODU Police and Public Safety will determine if a student is Missing no later than 24 hours from the report.

Within 24 hours of a determination that a student is Missing, ODU Police and Public Safety or [SOM and SHP Student Affairs](#) will initiate the following procedures:

- Notify the [City of Norfolk Police Department](#) (757-664-3277) within 24 hours of the determination that a student is Missing unless the City of Norfolk Police Department was the entity that made the determination that the student is Missing;
- Contact the student's Confidential Contact. If a student is under the age of 18 and is not emancipated, SOM and SHP Student Affairs shall notify a custodial parent or guardian within 24 hours of the determination that the student is Missing; and
- Notify others at the institution, as appropriate, about the student's status, as deemed necessary.

VII. RELATED DOCUMENTS

[SOM and SHP Drug and Alcohol Screening Policy](#)

[SOM and SHP Leave of Absence and Withdrawal Policy](#)

VIII. HISTORY OF APPROVALS AND UPDATES

The following list documents policy approvals and updates by oversight authority, date, and summary of changes. This policy is housed on the [Institutional Student Handbook webpage](#).

- On June 20, 2023, the Eastern Virginia Medical School (EVMS) Board of Visitors approved the revision of this policy to combine multiple procedures under one policy.
- On July 1, 2024, this policy was transitioned to a SOM and SHP policy as part of the integration with Old Dominion University.