

Missing Student Notification Policy

MASARYK UNIVERSITY

This policy should serve as a clear systematic procedure for foreign students how to behave in case of missing persons. Given that Masaryk University does not provide accommodation right on campus, but has several spaced-apart accommodation dormitories where accommodated students have free movement and the University cannot follow their regular presence, it is mainly up to their roommates and friends to report the missing persons. Masaryk University does not have its own police and search for missing persons is primarily the responsibility of the Police of Czech Republic.

When a person (other student, university employee) notices that a student is missing (i.e. when they do not return to their home or are unexpectedly unavailable for 48 hours and more), they should proceed as follows:

- 1) Try to contact the missing person through several means, e.g.: e-mail, telephone, social media, telephone no. of the last known place where the missing student was seen, contact his/her friends/classmates/teachers/relatives or other people who could have more information about the missing person's whereabouts, visit personally his/her residence, etc.;
- 2) Try to gather as much relevant information as possible: when, where and with whom was the missing student last seen, travel plans, planned absence, unusual behavior;
- 3) Contact local hospitals or health care centers with query if the missing person was hospitalized there;
- 4) Contact MU Emergency Phone Number: +420 777 44 86 86 or e-mail: emergency@czs.muni.cz;
- 5) Based on the consultation with MU Emergency officer, contact any police department in the City of Brno and give an accurate and detailed description of the person to the record of a missing person, including clothing, special signs, tattoos, scars after surgery and other identifying information of the person. When giving report of a missing person, the reporting person should include possible motive of departure, possible direction of leaving or running away, what documents or other things has a missing person with him (e.g. ID card, passport, cash, credit cards, clothing for a longer period of time, mobile phone etc.). The best guide for the search, however, is a current photograph of the person. For elderly or ill people, it is also important to communicate the type of disease and whether they are taking any medications.
- 6) If the missing student is reported by fellow student, he/she should also inform the study department and dormitory manager.

Masaryk University, Centre for International Cooperation

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Bank account: KB Brno, Ref. No.: 85636621/0100, ID: 00216224, Tax ID: CZ00216224

Please quote the Reference Number in your reply.

7) If the missing student is found, notify immediately all people involved in this procedure.

This version is effective starting with the date of signature of authorized person.

In Brno, Czech Republic

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Date: 12 Feb 2020

Dr. Jan Pavlík

Director of the Centre for International Cooperation