

Title: Tianjin Juilliard Missing Student Policy and Procedure

Policy Owner: Facilities and Public Safety

Contact Information: publicsafety@tianjinjuilliard.edu.cn

Applies to: All faculty (including all part-time faculty), staff, graduates students and third party vendors

Effective Date: August 15th, 2020

Last Updated Date: December 2025

The Tianjin Juilliard School (TJS) strives to create a safe and secure environment for its students. U.S. Federal law requires that institutions that maintain on-campus housing facilities must establish a missing student notification policy and related procedures. To support this commitment and to ensure compliance with applicable legal requirements of the United States and People's Republic of China, this Policy sets forth rules and procedures to be followed in the event that a TJS student is reported missing, irrespective of whether the student resides in the Tianjin Juilliard residence hall or in off-campus housing.

It is the policy of TJS, through collaboration with the Office of Student Development (OSD) and Public Safety, to investigate any report of a missing student enrolled at the School. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the TJS community aimed at locating and assisting students who are reported missing.

A student will be deemed missing when that individual is reported absent from TJS or a TJS-sponsored travel program without any known reason. All reports of students missing from campus should be directed to Public Safety at +86-22-6633 6498 and publicsafety@tianjinjuilliard.edu.cn . The Public Safety Officer receiving the report will inform the Public Safety Manager and Senior Director of Operations, or other administrative management as appropriate.

Public Safety will lead the investigation into each report and, in coordination with OSD, determine the validity of the report, i.e., whether the student is indeed missing (see "Student Contact Information" below).

For students residing in the Residence Hall, it should be noted that TJS student housing is arranged in an apartment-style layout, and there are no formal procedures or prescribed timelines for monitoring whether

students are present in their assigned student housing. Student welfare and safety is paramount to TJS. However, TJS recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

Missing Student Procedures

If a student is believed to be missing, relevant information should immediately be directed to TJS Public Safety which will do the following:

- Initiate an investigation to determine the validity of the missing person report.
- Inform the OSD by phone at +86 152 6188 9150 and email at osd@tianjinjuilliard.edu.cn.
- Make a determination as to the status of the missing student in coordination with OSD.

Students have the option to identify a confidential contact person or persons who will be notified in the event a determination is made that the student is missing. No later than 24 hours after a formal determination is made by the School that the student is missing, TJS will take the following steps:

- Notify the student's confidential contact person or persons if a confidential contact has been designated by the student.
- Notify a custodial parent or guardian of the missing student if the student is under 18 years of age and not an emancipated individual.
- Contact local police and other law enforcement agencies.
- Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

TJS may waive the 24 hour waiting period at any time should circumstances warrant.

If the student reported missing is part of a TJS-sponsored tour or travel program outside of the Tianjin City area, the tour/program leader and/or other responsible party should initiate an investigation, which includes contacting law enforcement, and other potentially relevant agencies depending on the circumstances. Once local law enforcement has been engaged, the tour/program leader should notify OSD and Public Safety as soon as practicable to inform the School of the situation. If the student reported missing is part of a TJS-sponsored tour or travel program outside of the Tianjin area, the tour or program leader and/or other responsible party should initiate an investigation, which entails contacting law enforcement,

and other potentially relevant agencies depending on the circumstances. Once local law enforcement has been engaged, the tour/program leader should notify the TJS OSD as soon as practicable to inform the School of the situation

If the tour or program is located outside the China and a student is believed to be missing, the tour/program leader or other responsible party should contact the Department of Consular, MFA of China at +86-10-12308. Chinese Embassy and Consulate use the information provided to try to locate the individual and pass on a message. They can also check with local authorities in the foreign country to see if there are any reports of a Chinese citizen hospitalized, arrested, or otherwise unable to communicate with those looking for them.

Emergency contact information for Chinese embassies and consulates can be found at

<https://cs.mfa.gov.cn/zggmzhw/lshh/yjd/>

If a US citizen is traveling abroad and is believed to be missing, the tour/program leader or other responsible party should contact the US Department of State (DOS) in the US at 1-888-407-4747. US Embassies and Consulates abroad can use the information provided to try to locate the individual and pass on a message. They can also check with local authorities in the foreign country to see if there are any reports of a US citizen hospitalized, arrested, or otherwise unable to communicate with those looking for them. Information from the DOS that is relevant to missing persons traveling abroad can be found at

<https://travel.state.gov/content/travel/en/international-travel/emergencies/US-citizens-missing-abroad.html>

Note that information gleaned by the DOS as part of an investigation of a missing US citizen is protected under US privacy laws and will not be provided to a third party (including relatives) unless prior written approval has been obtained from the missing person. All TJS students who are US citizens and who travel abroad are encouraged to enroll in the DOS Smart Traveler Enrollment Program (STEP) prior to embarking on their trip.

If a citizen of another country (non-Chinese or non-US) is traveling abroad and is believed to be missing, the tour/program leader or other responsible party should contact the local embassy or consulate of the

missing person's home country. He or she should then contact the OSD as noted above to inform the School of the situation.

Student Contact Information

- All students enrolled at TJS are asked to designate an individual who should be notified in the event of an emergency. That designation will remain in effect until it is changed or revoked by the student.
- Students have the option to identify a confidential contact person or persons who will be notified in accordance with the terms of this policy if a determination is made that the student is missing.
- It is each student's responsibility to regularly update any changes to their contact information. Students can update their contact information through Cadence system.
- Student contact information is confidential and will only be accessible to authorized TJS personnel.
- Student contact information may not be disclosed outside of authorized TJS personnel without the student's permission except to law enforcement personnel pursuant to a missing person investigation.

Missing Student Policy Notification

TJS reserves the right to change, modify, or alter this policy at any time at its discretion and without prior notice.