

Guidance for Graduate Program Staff and Directors concerning Missing or Distressed Students

1. a. Call and email the student with a request to reply as soon as possible*.
- b. Contact the student's mentor to determine if s/he has knowledge of the student's circumstances.

If no response -

Inform the Program Director if s/he is not already involved.

Call the student's emergency contact(s) and request that they contact the student and ask him/her to reply to the program as soon as possible*.

2. If the emergency contact reports that they are unable to reach the student and they have significant concern, they should be instructed to call the UAB police requesting that they contact the appropriate local police to visit the student's residence. They may need to provide information on the student's vehicle as well as address of residence.

UAB Police – 205-934-3535 (911 on campus)

UAB legal recommends that UAB faculty or staff should not personally go to the student's residence, due to concerns for the personal safety of faculty or staff or other potential liability issues.

The police have the responsibility to communicate further with the family depending on the nature of the outcome of the investigation. They may instruct the family to contact the local police department and/or the local fire department for further assistance if there is an urgent health concern. Depending upon the circumstances, the police may or may not communicate their findings with program staff in addition to the family.

3. If the emergency contact cannot be reached, UAB Police can be contacted for further assistance.
4. If it is reported that the student is found to be deceased or in distress, the Program Director should immediately contact:

a. Andy Marsch, 934-4175, marsch@uab.edu, Asst VP, Student Life (*after hours contact 205-612-5569 via cell*)

UAB police will also contact Andy if information is received by the agency that a student is missing or in distress.

Marsch office will contact (based on the specific situation):

Media Relations
Housing and Residential Life
Counseling and Wellness (after hours)
Disability Support Services, International Student and Scholars, etc
Risk Management, Legal Counsel, etc
Vice President for Student Affairs/Provost
Family member(s) as appropriate
Registrar's Office (in cases where student is deceased)

b. Counseling & Wellness Center, 934-5816; to offer grief counseling information to classmates as soon as practical

c. Bryan Noe, 975-8852, bnoe@uab.edu ; Dean, Graduate School

The appropriate Assoc Dean should also be notified as soon as practical or in Dr. Noe's absence:

Jeff Engler, 934-4734, engler@uab.edu ; Assoc Dean, Academic Affairs

Susan Rich, 996-4835, srich@uab.edu ; Sr. Assoc Dean, Life Sciences

5. The program should be in contact with the family to offer assistance as needed.

In the event of concern about students with apparently urgent mental health or suicide issues:

(for situations involving mental health that are not urgent, contact Counseling and Wellness)

1. If the student is on campus, someone (*faculty, staff or student, as appropriate to the immediate situation*) should take the student to UAB Hospital Emergency Room immediately. If the student is unwilling, or there is any reason to believe they will not be cooperative, contact the UAB police for further assistance.

UAB Hospital Emergency Room, North Pavilion

18 St South & 6th Ave (Walk-in Emergency entrance on 18th St S)

Also see [Map](#)

UAB Police – 911 (on campus) or 934-3535

2. The program director should call the ER and speak to the Psych nurse to explain the situation. The ER physician will assess the student and typically request an emergency psychiatric consultation.

UAB Hospital ER 934- 5105

3. If the student is not on campus, ask the student if there is a friend or family member who can come to get them at their residence or to meet them somewhere and transport to the ER. If the student is unwilling, contact UAB police for further assistance.

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4. Follow the steps in #4 above.

Also see [How to Deal with Distressed Students](#), UAB Counseling & Wellness Center.

*** It is important for the program to have student's current email, phone and local home address and their emergency contact information on file, preferably including cell phone numbers.**
