**ATU Study Abroad Incident Report Form**

This report is to be completed at the time that an Arkansas Tech University student communicates or is involved in an incident or disciplinary issue in connection with international travel on a faculty-led study abroad program. Please fill out the form as completely as possible once you have ensured that the student(s) involved in the incident is (are) safe.

Incidents may vary in terms of the scale of the emergency, but in all instances, it is critical to document when the incident occurred, when it was reported, and what response protocol was used on site.  You may complete the paper Incident Report Log and submit the information via email to [studyabroad@atu.edu](mailto:studyabroad@atu.edu) .

A representative from the ATU Study Abroad Office will follow up with you once the report is received. If you think the incident requires an immediate response from the ATU Study Abroad Office, please call:

**ATU Study Abroad Office:**

Monday through Friday, 8:00a.m. - 5:00p.m.

[studyabroad@atu.edu](mailto:studyabroad@atu.edu)

(479) 964-0527

**ATU Department of Public Safety:**

After-hours emergencies

Phone: (479) 968-0222

dps@atu.edu

**BACKGROUND INFORMATION:**

|  |  |
| --- | --- |
| Name of person reporting the incident: | |
| Position of person reporting the incident: | |
| Phone number of person reporting the incident: | |
| Email address of person reporting the incident: | |
| Today’s Date: | |
| Were you present at the time of the incident ?  Yes  No | |
| Date of the incident: | Time of the incident: |
| City and country in which the incident occured: | |
| Program Type:  Short term faculty-led  International internship  Other: | |
| Nature of the Incident:  *(see incident definitions for examples)* | |
| Activity at time of incident:  Free time  Program time | |
| Your estimate of level of the incident :  2  3  4 | |

**INVOLVED PARTIES:**

|  |
| --- |
| Who was involved (please specify students, faculty, staff, other, etc.): |
| Were the police or legal authorities notified of the incident or present at the scene ?  Yes  No  If yes, please provide the name and phone numbers of the responsible legal authority in charge of the case:  Name:       Phone :       Case# : |

**DESCRIPTION/NARRATIVE:**

|  |
| --- |
| Please describe in as much detail as possible the specific incident that occurred. Avoid using pronouns, i.e., he, she, etc. to identify people. Use the person's real name when known in your description otherwise give the name you know the person by. Indicate specific words, phrases and interaction and behavior. Give dates and times. If a subject used profanity, made threats, or spoke of harming him/herself, indicate specific words/phrases used. If a student was loud or disruptive, indicate behaviors associated with the disruption, and describe any injury or damage to a person(s) or property. If this is a student welfare concern, please describe the change in student's behavior that has prompted this report. Include name(s) of campus personnel you contacted and actions taken, if any.  For matters involving **Alleged Conduct Violations**, please provide as much detail as possible in describing the behaviors and activities that occurred. The use of direct quotes, including profanity or abusive language, is encouraged. Avoid using pronouns (he, she, they) when multiple individuals are involved, instead use full names the first time and last names thereafter. These reports are submitted to the ATU Department of Student Conduct to be investigated.  For matters involving **Behavioral/Emotional Concerns** for students, please provide as much detail as possible in regards to the behavior(s) that prompted the concern. Details regarding any threats of harm to self or others, dates and times, or changes in behavior are helpful. These reports are reviewed by members of the ATU Care Team.  For **Informational** reports, please include as much description as possible regarding the circumstances that resulted in the report, including any follow up information. These reports are reviewed the by the Department of Student Conduct. |

**ACTIONS TAKEN:**

|  |
| --- |
| Describe the actions taken, including indivudals contacted (police, ambulance, family members, international insurance provider, other program participants, etc.): |

**INJURIES (if applicable):**

|  |
| --- |
| Name of injured: |
| Was the injured individual treated?  Yes  No |
| If yes, where was the injured treated (please provide the name of the facility, phone number, and address) : |
| Was HTH Worldwide (the international insurance provider) notified ?  Yes  No |
| What, if any, follow-up care was recommended ? |

**ADDITIONAL QUESTIONS:**

|  |
| --- |
| Name of professional staff who may have helped with emergency assistance at the host institution: |
| Was alcohol involved?  Yes  No  If yes; please list all locations where the drinking occurred: |
| Were illegal narcotics involved?  Yes  No  If yes; please list what types of drugs were involved: |
| Please indicate any other contributing factors worth noting: |

Any violation of the Student Code of Conduct will also have to be reported to the Department of Student Conduct, <https://cm.maxient.com/reportingform.php?ArkansasTechUniv> . If the alleged offense is a violation of the Sexual Misconduct Policy, please report the incident to the Title IV coordinator, Amy Pennington, [apennington@atu.edu](mailto:apennington@atu.edu), or to the online report form <https://cm.maxient.com/reportingform.php?ArkansasTechUniv&layout_id=2>.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student  Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty  Date

**ATU Study Abroad Incident Report Form**

**& Incident Definitions:**

**INCIDENTS TO REPORT:**If you think the incident requires an immediate response from the Study Abroad Office, please call:

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**Level 1: Incident Report Log does not need to be submitted.**

Level 1 incidents are effectively managed on-site by the program leaders and on-site staff. Examples of level 1 incidents include: minor illnesses, colds, skinned knees, minor arguments between students or program staff, failure to attend a class or required meeting, minor incidents of alcohol abuse, etc.

**Level 2: Incident Report Log does need to be submitted.**

Level 2 incidents are effectively managed on-site by the program leaders and on-site staff, with notification to the Study Abroad office. ATU Study Abroad may assist in coordinating the response to the incident. Examples of level 2 incidents include: repeated or notable incidents of any of the above, a computer, back-pack or camera is stolen, recurring abuse of alcohol, an apparently withdrawn or depressed student, etc.

**Level 3: Incident Report Log does need to be submitted.**

*Program leaders and on-site staff are requested address the emergency, call the Study Abroad Office for immediate assistance, and then follow up with an Incident Report Log.*

Level 3 incidents are effectively managed with the collaboration of the on-site staff, as well as the Study Abroad Office. Examples of level 3 incidents include: level 2 issues that become chronic (including poor attendance at required activities); recurring events worrying local or accompany staff, including abuse of alcohol or significant psychological issues; incidents involving emergency medical response, overnight stays or significant treatment in hospitals; incidents involving local police; threats of violence against students or staff; muggings, sexual assault, allegations of sexual harassment; natural disasters or other activities either affecting the group.

**Level 4: Incident Report Log does need to be submitted.**

*Program leaders and on-site staff must first address the emergency (call police, ambulance, etc.), then call the Study Abroad Office for immediate assistance, and then follow up with an Incident Report Log.*

Level 4 incidents are considered crisis situations that involve the immediate well-being of students, faculty, staff, or significant University resources. Examples of Level 4 incidents include: car accident resulting in severe injuries, severe depression of a student no longer able to care for himself/herself, a plane crash involving an ATU student or staff, an onsite fire, etc.

**INCIDENT DEFINITIONS:**

**Injury:** An event that required professional medical attention beyond rudimentary first aid, or that resulted in an inability to participate in the program for a day or more. Not to include stubbed toes, minor splinters, minor muscle strains, etc.

**Illness:** An event that required professional medical attention, or that resulted in an inability to participate in the program for a day or more. Not to include routine colds, sore throats, isolated low grade fevers, minor traveler’s diarrhea, etc.

**Physical Assault:** Any event involving any staff or student where there was a physical attack (empty handed or with weapon) delivered with the likely intention of injury.

**Structure Fire:** Any event where there was a fire in a building that housed students where the fire was not easily contained and controlled within several minutes.

**Theft:** Any event whereby a student or staff had their property taken without their consent without violence or intimidation. To include passports, credit cards, money or valuables worth more than US $100.

**Robbery**: Any event whereby a student or staff had property seized from them via violence or intimidation.

**Equipment Failure:** Any event where there was an equipment failure that did or had the potential to cause injury, i.e., the brakes on a vehicle fail; a boat motor dies without backup.

**Motor Vehicle Accident (pedestrian, motorbike, car, truck, etc):** Any event in which a staff or student was injured involving a motorized vehicle whether the injured person was the driver, a passenger or a pedestrian. Any event where someone was injured by program owned/hired vehicle. Any motor vehicle accident where over $1000 of damage was done to a program vehicle.

**Missing/Separated Person:** Any event in which a student or staff was missing/overdue for more than 12 hours without the program’s direct communication with them.

**Sexual Harassment:** Any event whereby a staff or student felt that they had been victimized by unwanted and offensive sexual advances or sexually offensive remarks or acts.

**Sexual Assault:** Sexual activity (defined as direct contact that involved genitals, breasts, mouth or anus) without the consent and against the will of the victim, with threat of force or harm. To include attempted rape and rape (defined as sexual intercourse) without the consent, and against the will of the victim. Sexual intercourse being defined as penetration of the penis and the vagina or anus.

**Behavioral/Psychological:** Any event in which a student manifested an acute episode of behaviors associated with anxiety disorders, depressive disorders, eating disorders, etc. Any event in which a student showed evidence of suicide ideation, made a suicide gesture or attempted suicide. Any event in which a student behaved in a way that required disciplinary action. Any event in which a student was separated from the program owing to behavioral issues.

**Natural Disaster (Tropical Cyclone, Earthquake, Wildfire, Flood):** Any event that directly caused injury to staff or students, or caused damage in excess of $1000. Any event that necessitated a significant change in program schedule, itinerary or location. Any event which resulted in the suspension of the program.

**Disease Outbreak:** Any event which directly caused illness to staff or students. Any event that necessitated

a significant change in program schedule, itinerary or location. Any event which resulted in the suspension

of the program.

**Political Upheaval (War, Civil Unrest, Violent Protests, Riots, etc.):** Any event that directly caused injury to staff or students. Any event that necessitated a significant change in program schedule, itinerary or location. Any event which resulted in the suspension of the program.

**Terrorist Event:** Any event that directly caused injury to staff or students. Any event that necessitated

a significant change in program schedule, itinerary or location. Any event that resulted in the suspension of the program.

**Abusive Behavior:** any act, verbal or written, that intimidates, coerces, threatens, or significantly disrupts the health, safety or well-being of any person.

**Aiding or Facilitating:** Aiding, facilitating, promoting, colluding or encouraging another to commit a violation under any University Policy.

**Alcohol:** Considering local government laws, drinking underage, drinking alcohol to the point of intoxication, using, possessing or providing a fake ID, providing alcohol to minors, or any other behavior deemed inappropriate related to alcohol use.

**Arson:** Intentionally starting or contributing to a fire

**Complicity:** Complicity with or failure of any student to take action to prevent or appropriately address known or obvious violations of any University policy or the University Community Standards.

**Destruction of Property:** Attempted or actual damage to property.

**Dishonesty:** Any act of dishonesty or falsely providing information, including academic dishonesty

**Disorderly Conduct:** Breach of peace; leading or inciting others to disrupt scheduled or normal activities

**Disruptive Behavior:** Behavior that disrupts, interferes with, obstructs, sabotages or prevents classroom activities, teaching, research, advising or other activities and functions

**Drugs:** Use, possession, manufacturing, sale or distribution of illicit drugs, controlled substances, or drug paraphernalia are not permitted, except as expressly permitted by law.

**Harassment:** Any unwelcome, unsolicited, and offensive conduct that injures, degrades, shows hostility, or disrupts from the formation of an inclusive environment directed toward a person or group of people based on their perceived identities.

**Inappropriate/Indecent Conduct:** Behavior that fails to uphold the University's mission, values, objective and responsibilities, or that is sexually explicit, graphic, abusive, degrading, or intimidating.

**Relationship Violence:** Abusive behavior in a romantic or intimate relationship creating an abusive relationship

**Sexual Misconduct:** Refers to a wide range of behaviors and encompasses any sexual behavior that was committed without consent

**Stalking:** Purposely and repeatedly engaging in an unwanted course of conduct that would cause a reasonable person to fear for their safety or suffer substantial emotional distress