

INCIDENT REPORT

- 1) Make sure the student is safe and receiving medical attention if necessary.
- 2) Contact the Host University or your in-country contact about the incident. This individual is a valuable resource about in-country laws, medical facilities, and other important information.
- 3) Gather information about the incident. The Emergency Incident Form is designed to help you with this process.
- 4) Contact the Texas A&M International University Police Department at 001-956-326-2100. A UPD Dispatcher answers this phone twenty-four hours a day, seven days a week. UPD will then notify the appropriate individuals. You will be re-contacted by the University, so be prepared to leave a number at which you can be contacted.

Faculty Member Making Report: _____

Contact Telephone Number: _____

Email Address: _____

Responding Host Institution/In Country Coordinator: _____

Name of Program: _____ Date of Report: _____

STUDENT(S) INVOLVED

Student's Name: _____

ID Number: _____ Classification: Fr So Jr Sr Gr

Current location/status of student(s) involved in the incident:

Name of individual currently with the student(s) if not the faculty member: _____

Relationship of this individual to the study abroad program: _____

Contact information for this individual: _____

CRITICAL INCIDENT BACKGROUND INFORMATION

Location: _____ (city) _____ (country) _____

Date of Incident: _____ Time: _____ Place to Contact: _____

Individual to Contact: _____

Nature of Incident:

___ Injury (specify) _____

___ Death in Family

___ Hospitalization

___ Riot

Sexual Assault

Stalking

Physical Assault/Mugging

Hostage

Drug/Alcohol Overdose

Natural Disaster

Suicide/Attempt

Infectious Disease

Accidental Death

Missing Student

Mental Health Crisis

Other: _____

Details of Incident: Describe what happened. Limit your observations to facts. Be sure to include witnesses, emergency personnel contacted, who helped with the situation, anyone else affected by the incident, student injuries, etc.)

FOLLOW-UP INFORMATION

While not all of these actions will be appropriate for all types of critical incidents, the list below is designed to help you keep a record of what has and has not occurred during the follow-up related to the critical incident. Often, these duties are divided and handled by several people. Be sure that you maintain a written record of who is responsible for what.

Student needed medical attention (hospital, other)

Student remained at residence (student was relocated to _____)

Student's medical insurance company was contacted, if necessary

Host University contact or In-Country Program Coordinator was contacted

TAMIU was contacted (Police Department, International Programs Office, Other)

Student family members have been contacted

In-country police were contacted

US embassy or consulate was contacted

Other students in the program are receiving any necessary follow-up attention