

# UNG International Programs: Incident Report

Level # \_\_\_\_\_

The Center of Global Engagement (CGE) coordinates responses to incidents and emergencies related to university educational programs abroad. Program Directors or Program Coordinators are required to submit this form when necessary. Please refer to the FAQ's section for specific information. Submitting this form does not obligate the University to take action. Please submit this form by fax or email to the program's assigned study abroad advisor. Forms can be faxed to 706-867-2860. Study abroad advisors can be reached by email or phone: kristie.kiser@ung.edu (678-617-7365), francis.combier@ung.edu (706-867-2909), or lacey.brim@ung.edu (706-867-2994). Our main office phone is a 24/7 line: 706-867-2858.

Program Name: \_\_\_\_\_ Today's Date & Time: \_\_\_\_\_

## University of North Georgia (UNG) Staff/Faculty Completing Report and Contact Information:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Office: \_\_\_\_\_

## Student Information:

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Location of Incident (country, city, place): \_\_\_\_\_

Name(s) of student(s) and others involved: \_\_\_\_\_

Please check the appropriate box to indicate the nature of the incident:

- Alcohol/Drugs
- Theft
- Arrest of Student

- Assault of Student
- Injury/Illness
- Behavioral/Discipline

Other, please specify: \_\_\_\_\_

Your Estimate of Level of Incident:

Describe the incident. Be as specific as possible, including all details. Use additional sheets if necessary.

Describe action(s) taken, including individuals contacted (police, ambulance, family members, other program participants, U.S. Embassy/Consulate/Consular Agency, etc.). Use additional sheets if necessary.

Student Signature (for behavioral/disciplinary issues) \_\_\_\_\_

## UNG International Programs Incident Report Form FAQ's

### 1. Do I need to report this incident?

**Level 1: No.** Level-1 incidents are handled on-site by the individuals involved including faculty leaders, local staff, or others (e.g., minor illnesses, colds, skinned knees, a minor argument involving students and/or program staff, failure to attend class or a required meeting, minor damage to local apartments or furniture, minor lost or stolen property, alcohol abuse incidents, etc.).

**Level 2: Yes.** Level-2 incidents are *largely* handled on-site with notification to the CGE (e.g., repeated or notable incidents of any of the above; an accident with no apparent injuries that destroys a bicycle or significantly damages a car; theft of a computer, back pack, or camera; recurring alcohol abuse; an apparently withdrawn or depressed student, etc.). Depending on the specifics, the CGE may assist in responding to Level-2 incidents and/or may coordinate a response with other UNG personnel.

**Level 3: Yes.** Level-3 incidents include Level-2 issues that become chronic (including poor attendance at required activities), recurring worrisome events such as alcohol abuse or on-going/significant psychological problems; 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; significant political unrest, natural disasters, or other significant matters that affect the group or appear in the international press; pertinent U.S. Department of State Travel Warnings or Travel Alerts, etc. When possible, contact the program's assigned study abroad advisor to discuss the situation and follow up with incident reports as needed. Level-3 incidents should be managed in conjunction with the CGE if possible. The CGE will involve other UNG personnel in the response as needed.

**Level 4: Yes.** A Level-4 incident is an emergency, defined as any situation that poses an immediate risk to health, life, or property, and requires urgent intervention to prevent a worsening of the situation (e.g., anything requiring emergency medical response; a car accident with serious injuries; severe depression that renders a student suicidal or unable to care for himself/herself; a plane crash involving participants; a fire at a program facility abroad, etc.). In the event that a level 4 incident occurs first address the emergency by contacting local authorities (local police, ambulance, etc., as appropriate), then call the UNG main office line ASAP at **706-867-2858** (available 24/7). Follow up with this Incident Report Form. If the Program Director/Program Coordinator is unable to perform their duties, he/she (or another participant if the Program Director/Program Coordinator is, e.g., hospitalized or unable to lead the group) must notify the CGE ASAP. CGE will notify other UNG and/or external personnel as needed.

### 2. Do I need to report a Level-2, -3, or -4 incident that occurred during free time?

Yes. You must report any Level-2, -3, or -4 incidents you become aware of while your group is abroad.

### 3. Should I report to CGE even if I haven't spoken with the student(s) about the problem?

If you have a Level-3 or -4 incident, address it first, and then follow up by submitting this form and contacting others who need to be informed. If you have a Level-2 incident, it's best to make sure the student knows you will be submitting this form and the nature of what you will be writing. The student need not agree with your report.

### 4. What if the student doesn't want me to report the incident?

In certain cases, it may be okay to leave the student's name off the report. Please discuss that with the program's assigned study abroad advisor and the Director of the CGE. The report needs to be filed regardless.

### 5. Is this form confidential?

This form is a FERPA-protected education record. As a general rule, only school officials with a legitimate educational interest may access this form (e.g., Dean of Students, Student Health and Counseling, University Counsel, etc.). See UNG's FERPA policy for more information about who may access these records. This form is maintained in the CGE Director's office.

**Director: Dr. John Wilson | Office Number: 706-867-2844 | Email: [John.Wilson@ung.edu](mailto:John.Wilson@ung.edu)**

Center for Global Engagement  
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