

Study Abroad Incident Reporting Instructions for Faculty

In-Country Assistance

Contact AIG WorldRisk Insurance & Travel Guard Insurance and Global Assistance Services:

- Name of Insured Organization: Washburn University of Topeka
- Policy Number: WS11015544
- AIG Travel can be reached collect at:
 - +1 (817) 826-7008 or within the US or Canada: (800) 401-2678
- Website: <http://www.aig.com/us/travelassist>

Report any incidents using the Incident Reporting Form.

Contact the Director of Study Abroad Immediately for Serious Incidents:

- Arrest
- Assault
- Natural disaster or terrorist event
- Hospitalization (serious illness/injury)
- Missing person
- Psychological crisis
- Traffic/pedestrian accident
- Serious injury or death

Form Submission Guidelines

- Complete and submit the form within 24 hours of the incident.
- Fill out all relevant sections to the best of your ability.
- If some information is unavailable at the time of submission, you may follow up with updates or corrections.

Incident Report Form

- Program Title _____
- Name of Affected Traveler/s _____
- Affected Traveler(s)

Student	Faculty	Staff	Other
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- Emergency Status

Emergency	Non-Emergency
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- Date of incident: Month/Date/Year _____
- Location of Incident _____
- Local Time of Incident: Hour, Minute, am/pm _____
- Activity at Time of Incident (During Program Time / During Free Time)

During Program Time	During Free Time
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Describe Type of Incident

Alcohol	Major Property Damage (e.g. explosion, collapse, etc.)
Arrest	Minor Property Damage (e.g. fire, flood, etc. not rendering property unstable)
Behavioral Incident/Violation of Program Policy	Missing Person
Bomb	Natural Disaster (e.g. blizzard, hurricane, earthquake, fire, flood)
Chemical/Radiation/Biological Exposure	Physical Assault
Death	Psychological Crisis
Disease Outbreak	Racial/Hate Incident
Drugs	Robbery w/ Injuries
General Disorder (e.g. political/civil unrest)	Robbery w/out Injuries
Hospitalization	Sexual Assault
Hostage/Building Takeover	Sexual Harassment/Stalking
Identity Theft/Credit Card Fraud	Structural Fire
Illness	Suicide Attempt
Injury	Terrorist Event
Intimate Partner Violence	Theft/Burglary
Kidnapping	Vehicular Accident with Injuries
Laboratory/Shop Accident	Vehicular Accident without Injuries
Lost document/property (e.g. passport)	Other

Medical Information (if applicable)

- Describe the injury or illness, including body parts affected:
- Was the injury or illness treated, or currently being treated? If yes, add details.
- Was local emergency contact alerted?
- Was the WU Study Abroad Insurance Provider alerted?

- Has anyone else been notified? Either parent by the participant, by you, or by the onsite program staff or other participants?
- Were expenses incurred? If so, include details. If receipts are available, scan/take pictures for documentation.
- Other Individuals Involved (e.g. other WU travelers, WU employees)? Include names

Sexual Assault

All information about incidents of sexual misconduct must be reported to the designated Title IX Coordinator.

You are not obligated to share identifiable information with the Study Abroad Office.

You, or the student, can contact the Title IX Coordinator directly.

eodirector@washburn.edu

785.670.1509

Equal Opportunity Morgan Hall, Room 200K

Incident Report Forms are confidential, and the contents should not be shared with anyone other than the Study Abroad Director.

Please submit this completed form within 24 hours.

Alternatively, please call/email and share the necessary details if you are having trouble with this form.

Contact Information

Tina Williams, Study Abroad Director

- Email: tina.williams1@washburn.edu

- Office: (785) 670-2095

- Cell Phone: (785) 250-7723

WU Police 24/7: (785) 670-1153