

HUMBOLDT STATE UNIVERSITY

Center for International Programs · College of Extended Education and Global Engagement

Emergency Management Plan - Incident Report Form

Instructions

This report is to be completed when an incident occurs with any international travel/study program participant. This report is to be forwarded immediately to the Center for International Programs (fax: 001-707- 826-3939) or call the University Police 24-hour contact number at 001-707- 826-5555 to report this information to the University. Use additional sheets as needed.

Reporting Party Information

Date: _____ Time: _____
Report taken by: HSU employee Student Name: _____
Phone number: _____ Email/Skype: _____

Program Information

Title of study program: _____ City/Country: _____

Incident Information

Date/time of incident: _____
Affected person is a: Student Faculty Staff Other: _____
Name(s) of the persons involved in the incident (include HSU ID# if available):

Type of incident: Serious illness or injury Sexual assault or rape Emotional health problems
 Serious student misbehavior Death of a student Alcohol/drug abuse
 Missing participant Termination of a program and evacuation
 Incapacitated program director Arrest Other

Describe the incident or situation (where, what happened/is happening):

Summarize any action taken (e.g. disciplinary action, response by local authorities, medical attention provided, plans in the event situation gets worse, plans for evacuation, etc. Include documentation of available):

For Official Use Only

Received by: _____ Date/Time: _____ Copies to: _____