

### UNM Education Abroad Incident Report Form

The Global Education Office (GEO) coordinates responses to incidents and emergencies for all UNM-related educational activities abroad. Leaders of all programs abroad are required to submit this form when appropriate. See page 2 for guidance. Submitting this form does not obligate UNM to take action. All level-4 emergency response requests requiring immediate attention should be made by phone to the **UNM Police Department at 505-277-2241, available 24/7**. For non-emergencies, you can contact GEO at 505-277-4032 during regular business hours. Please submit the content of this form by fax to 505-277-1867 or by e-mail to Education Abroad at [wrightd1@unm.edu](mailto:wrightd1@unm.edu). Include information about the best way to reach you for a follow-up if needed. The Associate Director of Education Abroad can be reached directly at: 505-277-4436 (Cell).

Today's date:

Report filed by:

\_\_\_\_\_

Program

Name:

\_\_\_\_\_

Date and time of  
incident:

\_\_\_\_\_

Location of incident (country, city,  
place):

\_\_\_\_\_

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

\_\_\_\_\_

Nature of incident:  
(Select all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol/drugs | <input type="checkbox"/> Theft              |
| <input type="checkbox"/> Injury        | <input type="checkbox"/> Behavioral         |
| <input type="checkbox"/> Illness       | <input type="checkbox"/> Vehicle accident   |
| <input type="checkbox"/> Other         | <input type="checkbox"/> Assault of student |

(specify) \_\_\_\_\_

Your Estimate of Level of Incident (see page 2 for guidance):

2      3      4

Describe the incident. Be as specific as possible, including all details and how you learned of the incident. 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.

## UNM Education Abroad Incident Report Form FAQs

### **DO I NEED TO REPORT THIS INCIDENT?**

**Level 1: No.** Level-1 incidents are handled on-site by the individuals involved, 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 GEO (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, backpack, or camera; recurring alcohol abuse; an apparently withdrawn or depressed student, etc.). Depending on the specifics, GEO may assist in responding to Level-2 incidents and/or may coordinate a response with other UNM personnel.

**Level 3: Yes.** When possible contact the Education Abroad Director at **505-277-4436** or **wrightd1@UNM.edu** to discuss the situation and follow up with incident reports as needed. 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. Level-3 incidents should be managed in conjunction with GEO if possible. GEO will involve other UNM personnel in the response as needed.

**Level 4: Yes;** first address the emergency (call local police, ambulance, etc., as appropriate), then call the UNM Police Department ASAP at **505-277-2241** (available 24/7). Follow up with this Incident Report Form. 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.). The Trip Leader (or other participant if the Leader is, e.g., hospitalized or unable to lead the group) must notify the UNM Police Department ASAP and must coordinate the response with GEO. GEO will involve other UNM and/or external personnel as needed.

**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.

**SHOULD I REPORT TO GEO 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.

**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 Director of GEO. The report needs to be filed either way.

**IS THIS FORM CONFIDENTIAL?** This form is a FERPA-protected educational 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 UNM's FERPA policy for more information about who may access these records. This form is maintained in the GEO Director's office.