AZUSA PACIFIC UNIVERSITY

GLOBAL LEARNING TERM

Incident Report Form

An Incident is defined as a traumatic event, or the threat of such, which causes extreme stress, fear or injury to APU students, faculty and/or staff. An Incident can include, but is not limited to: student arrest; sexual assault; missing student; acute illness (physical or mental); student suicide attempt; student hospitalization; emergency medical evacuation; civil unrest; fire or explosion; bomb threat; or death.

All incidents must be reported using the Incident Report Form. The response needs to be thorough, timely, and professional. Documentation must include when the crime or incident occurred, when it was reported, and what the response was. All incidents should be treated confidentially: information is not to be revealed, even to a student's family members, without the student's express written consent. Moreover, if the reporting student requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on the incident report form that would personally identify the victim without her or his prior consent. Every effort should be made to encourage the student to contact a parent and/or guardian and a GLT program staff person.

Please complete this form as completely as possible. In the event of any legal action, the Incident Report Form will serve as the official college record of what happened and what actions were taken at the scene of the incident. Attach extra sheets, as necessary, with documentary evidence. Email or fax the report to:

A copy of this completed form should be sent to:

- Richard Slimbach, GLT Program Director rslimbach@apu.edu Phone: 626/815-3871; Fax: 626/815-3871
- Matt Browning, Vice President for Internationalization; mbrowning@apu.edu Phone: 626/815-2042; Fax: 626/812-3094

Date of incident: **Today's date:**

Location of incident:

Time of incident:

Name(s) of students involved:

Were there witnesses?

Nature of incident

❑ Missing student	❑ Sexual assault	❑ Student arrest
❑ Student assault	❑ Student suicide attempt	❑ Vehicle accident
❑ Theft	❑ Student hospitalization	❑ Natural disaster
❑ Alcohol/Drugs	❑ Fire or explosion	❑ Bomb threat
❑ Civil unrest or military attack	❑ Acute illness (physical/mental)	❑ Emergency medical evacuation
❑ Death	*Other:*	

Brief description of what happened:

Who provided this description if you were not a witness (list all names):

If you were not present, when were you informed (date/time)?

Actions taken

- Was a police report filed?
- Was the US or relevant embassy notified? _____ Name and number of responsible consular official(s) involved in this incident: _____
- Were the student's parents notified?

- Were APU personnel (Richard Slimbach and Matt Browning) notified?

- Did the student need medical attention?

  If the student was transported to a hospital or clinic, please provide the complete name of the facility, its phone and fax numbers, and address:

- Was the student conscious and capable of making informed decisions about her or his medical treatment?

- If the student was not capable of making decisions, who made the decisions?

  Names and phone numbers of physicians who examined or treated the student:

  Dr. _____ Phone: _____

  Dr. _____ Phone: _____

- What, if any, follow-up care was recommended?

- Is there need for counseling?

Site Facilitator Signature:

Date/Time: