Illinois Education Abroad Incident Report Form

The University has asked Study International Academic Affairs (SIAA) to coordinate responses to incidents and emergencies for all university related educational activities abroad. Leaders or coordinators of all programs abroad are required to submit this form when appropriate. See the reverse side for specific information. Submitting this form does not obligate the University to take action. All emergency response requests should come by phone to our 24-hour hotline: **217-333-6322**. Please submit this form by fax or email to Director, Student International Academic Affairs at 217-244-0249 or sao@illinois.edu

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:
- [ ] Alcohol/drugs
- [ ] Injury
- [ ] Illness
- [ ] Theft
- [ ] Behavioral
- [ ] Vehicle accident
- [ ] Assault of student
- [ ] Other (specify)

Your Estimate of Level of Incident (2-4, see page 2 for specifics) 2 -- 3 -- 4 -- 5

Please describe the incident. Be as specific as possible, including all details and how you came to learn of the incident. Use additional sheets if necessary.

Action(s) taken, including individuals contacted (police, ambulance, U.S. Consulate, family members, other program participants, etc.).

(Illinois Education Abroad Incident Report Form, page 1)
Incident Report Form FAQ

Do I need to report this incident?

Level One: No. These are incidents handled on-site by the individuals involved, faculty leaders, local staff or others (e.g. minor illnesses, colds, skinned knees from a bicycle accident, a minor argument between two students or with program staff, failure to attend class or a required meeting, minor damage to local apartments or furniture, minor lost or stolen property, alcohol abuse...).

Level Two: Yes. Incidents largely handled on-site with notification to SIAA (repeated or notable incidents of any of the above, a bicycle or car accident where the bicycle is destroyed, the car is significantly damaged, but the student does not appear to be hurt, a computer, back-pack or camera is stolen, recurring abuse of alcohol, an apparently withdrawn or depressed student ...). Depending on the specifics, SIAA may assist in responding to incidents or coordinate a response with others in the University community.

Level Three: Yes; first call the Student International Academic Affairs (SIAA) 24-hour advisor-on-duty number: 217-333-6322. Follow up with the Incident Report Form. These include Level Two issues that become chronic (including poor attendance at required activities), recurring events worrying local or accompanying staff (recurring abuse of alcohol, on-going or significant psychological problems), any incidents involving overnight stays or significant treatment in hospitals or emergency medical response, incidents involving local police, threats of violence against our students or staff, muggings, sexual assault, allegations of sexual harassment, significant political unrest, natural disasters or other activities either affecting the group or appearing in the international press, upgrade to Travel Warning status in the State Department's country index, among others. As possible, the situation, incident or emergency should be managed in conjunction with SIAA. As necessary, other University offices might be pulled into the response by SIAA, depending on the specifics.

Level Four: Yes; first address the emergency (call police, ambulance, etc. as appropriate), then call the Student International Academic Affairs (SIAA) 24-hour advisor-on-duty number as soon as possible: 217-333-6322. Follow up with the Incident Report Form. Crisis situations involving the immediate well being of students, faculty or staff, or significant University resources. On-site leaders and, when not available, students, are required to notify SIAA as soon as possible and to coordinate their response with SIAA. SIAA will coordinate the response with appropriate offices across the University and beyond (e.g. Level Three incidents requiring the immediate response of the University, a car accident resulting in severe injuries to one or more Illinois students, severe depression with a student no longer able to care for himself/herself, a plane crash involving University students or personnel, a fire involving a University facility abroad, among others).

What if this incident occurred during free time?

This covers any incidents you become aware of while the student is abroad.

Should I report to SIAA even if I haven’t spoken with the student(s) about the problem?

If you have a level three or four incident, address the emergency first, and then follow up with this form and others that need information. If you have a level two incident, it’s best to make sure the student(s) know(s) you will be submitting the form, and the nature of what you will be writing. The student does not need to agree with what you report.

What if the student doesn’t want me to report the incident?

In certain cases, it may be ok to leave the student’s name off the report. Please discuss that with the Director of SIAA. The report needs to be filed either way.

Is this form confidential?

This form is a FERPA protected education record. As a general rule, only school officials with a legitimate educational interest will have access to this form. Those may include professionals in the Dean of Student’s office, McKinley Health Center, or University Counsel, among others. See the University's FERPA policy for more information about who may access these records. This form is maintained in the SIAA Director’s office.