

# Incident Report Form for Faculty-Led Programs

Western Carolina University, Office of International Programs and Services

## INCIDENT DESCRIPTION

Name of Faculty-Led Program: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Time, Date of Incident/Accident: \_\_\_\_\_

Location of Incident (be very specific): \_\_\_\_\_

Name of Student(s) Involved: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

1. How, when and from whom did you hear about the incident? \_\_\_\_\_

2. Was medical attention offered to the student? If no, why not? \_\_\_\_\_

If yes, did the student accept the offer to seek medical attention? if no, why not? \_\_\_\_\_

If yes, where was the student taken? (name and address of hospital and attending physician): What was the result?

3. Was the student offered assistance or encouraged to report the incident to local or international authorities?

If not, why not? \_\_\_\_\_

If yes, what office was contacted? (name and address of police station or consulate): What was the result?

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## COMMUNICATION:

1. Who reported the incident to Office of International Programs and Services? When and How?

2. Who replied from IPS? When and How?

3. Who reported the incident to student's family or guardian? When and How?