FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

INTERNATIONAL INCIDENT REPORT FORM

(Intended for Resident Program Directors—Those Traveling with Participants)

This report is to be completed when an incident occurs with any international travel/study program participant. This report is to be forwarded immediately via fax to the Education Abroad Coordinator in the Office of International Education and Development (OIED) at 850-561-2587. Also call the University Police Department 24 hour contact number at 850-599-3256 to report this information to the University. Use additional sheets as needed.

Date: Time: Reported by (FAMU employee name):	Type of incident: [] Emergency [] Non-emergency [] Information [] Other (please specify):
Date/time of incident: Contact person providing report: Contact phone number(s):	Affected participant is a: [] Student [] Non-student [] Faculty [] Staff [] Other (please specify):
Name(s) of the participant(s) involved in the incident (FAMU	I.D.# or passport #, if available)
Title of the study program: Program location (city and country) Scheduled dates of program travel	Incident description [] Serious injury or illness [] Rape or assault [] Missing participant or kidnapping [] Arrest or incarceration [] Hostage situation [] Political unrest (situation) [] Man-made or natural disaster [] Death [] Violation of FAMU policies [] Other (please specify):
Describe the incident	
Summarize condition of affected participant(s) (i.e. the physic imminent dangers or risks, proximity of event to affect participant (s) (i.e. the physic imminent dangers or risks, proximity of event to affect participant (s) (i.e. the physic imminent dangers or risks, proximity of event to affect participant (s) (i.e. the physic imminent dangers or risks, proximity of event to affect participant (s) (i.e. the physic imminent dangers or risks, proximity of event to affect participant (s) (i.e. the physic imminent dangers or risks, proximity of event to affect participant (s) (i.e. the physic imminent dangers or risks, proximity of event to affect participant (s) (i.e. the physic imminent dangers or risks) (i.e. the ph	

Summary of any action taken (i.e. response taken by any local authorities, medical attention provided, plans for evacuation, plans in the event situation gets worse, etc.)	
panis in the event situation gets worse, etc.)	
Received by (name of OIED staff):	
Date/Time received:	
Copies sent to:	