

## Student Safety and Incident Report

### INSTRUCTIONS for UCEAP Study Centers and/or partners

This form provides a uniform procedure for documenting the (What, When, Where) of reportable student incidents, crimes and/or non-criminal hate motivated incidents that occur during the program.

1. Complete this form thoroughly for any crimes or incidents (including hospitalizations, serious/major illness, alcohol violations, sex offenses, etc.) involving bodily harm, or threats of bodily harm (e.g. threatened with a deadly weapon even if the student was not injured, robberies, assaults, stalking, cyber stalking, threatening messages, etc.), and/or hate-motivated verbal/physical harassment (e.g., sexual orientation, ethnicity, gender, disability, etc.).
2. Submit the form to UCEAP Health, Safety, and Emergency Response [UCEAPIncidentReport@eap.ucop.edu](mailto:UCEAPIncidentReport@eap.ucop.edu) – or – simply click 'Attach form to e-mail' at the end of the form.

**Add to the CC: line the UCEAP Systemwide International Program Specialist and/or Regional Director.**

UCEAP Country and Program: _____
Person Submitting Report: _____
Today's Date: _____

Student's Name: \_\_\_\_\_

Date of incident/crime: \_\_\_\_\_

Time of incident/crime: \_\_\_\_\_  a.m.  p.m.

Location of incident/crime: \_\_\_\_\_

Were other UC students involved?  Yes  No

Were there witnesses?  Yes  No

Description of incident/crime:

Immediate action taken by Study Center:

Were clinic/hospital/health practitioners consulted?  Yes  No

Was there medical treatment required?  Yes  No

Brief Description:

Were host university authorities notified?  Yes  No

Was the local police notified?  Yes  No

If "yes," was a report filed?  Yes  No Report No. \_\_\_\_\_

Contributing factors, if known, such as weather, student's own behavior, failure to follow EAP policies, failure to follow Study Center advice, political situation, etc. (Note: A major purpose of incident reporting is to understand contributing factors to document preventive actions, recommendations, etc.):

Safety and Incident Report (*continued*)

Additional Comments:

Click 'Attach form to e-mail' – or – save a copy of this form to your computer, then attach it to an e-mail addressed to [UCEAPIncidentReport@eap.ucop.edu](mailto:UCEAPIncidentReport@eap.ucop.edu).

Add to the CC: line the UCEAP Systemwide International Program Specialist and/or Regional Director.