AUGSBURG CGEE INCIDENT REPORT FORM

**Please complete this form and email it to:**

**All incidents:** Leah Spinosa de Vega (devega@augsburg.edu) c.c. CGEemergency@gmail.com

c.c the following staff depending on program or student group

* Augsburg students: Andrea Dvorak ([dvorak@augsburg.edu](mailto:dvorak@augsburg.edu))
* CGEE Semester and Summer Programs: Margaret Anderson [anderso4@augsburg.edu](mailto:anderso4@augsburg.edu)
* Custom Programs: Peggy Johnson johnsonp2@augsburg.edu

If this incident involves **Augsburg College faculty, staff, or interns**, please notify Human Resources hr@augsburg.edu

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Name:**

**Date/Time of incident:**

**Name of person directly involved in incident, illness or injury:**

**Name of program group:**

**School of injured person(s) or those directly involved in the incident:**

**Country:**

**Incident involved:** student(s) staff or faculty other persons

**Was the student involved in program activity at the time of the incident?**  Yes No

**Location of incident:**

on Augsburg property near Augsburg property public/non-program setting homestay

in a hostel/hotel on property “controlled or contracted” by Augsburg College

**Specific location**:

**Type of incident\* [check all that apply]:**

\*see definition of incidents at end of form

Arrest/illegal behavior Behavioral/Psychological

Death Disease Outbreak

Equipment Failure Extreme intoxication

Fire (structure, wildfire, etc.) Hate crime (motivated by bias)

Illness Injury

Missing/Separated person Motor Vehicle Accident/Theft

Natural Disaster (Tropical Cyclone, Earthquake, Wildfire, Flood)

Political Upheaval (War, Civil Unrest, Violent protests, Riots, etc)

Physical Assault Referral for a disciplinary action

Robbery or Burglary Sexual Assault/Forcible Sex Offense

Sexual Harassment Suicide attempt/gesture

Terrorist Event Theft

Other:

Was ALCOHOL use a factor in this incident? yes no

Was the use of ILLEGAL DRUGS a factor in this incident? yes no

Was there a WEAPONS involved in this incident? yes no

Was a CRIME/ILLEGAL ACTIVITY committed in relation to this incident? yes no

Was the student involved in NON-PROGRAM ACTIVITY (e.g. mid-semester break, weekend or personal time)?

yes no

**Briefly describe the incident (use as much space as needed):**

**Describe injury:**

**Was injured treated?**  yes no

**If yes, by whom?**

**Was injured treated at a clinic or hospital?** yes no

**Name & location of hospital:**

**Who accompanied the injured person to the hospital?**

**Was injured admitted to the hospital?**  yes no **Length of stay?**

(Not just treated on an outpatient basis. Attach brief description of treatment or doctor’s note)

**Were parents/guardians or family notified?** yes no

**If yes, when and by whom**?

**Did the participant miss one or more days of programming?** yes no

**If yes, how much?**

**Was Augsburg’s EIIA Insurance Company notified?** yes no

**If so, Claim/Case Number:**

**Property description (type, model, etc.):**

**Describe and estimate amount of damage:**

**Did you contact the CGEE emergency number?** yes no

**In your opinion, is any follow up action needed**  yes no

**If yes, please explain:**

**1. Witness Name:**  **Contact Info:**

**2. Witness Name**:  **Contact Info:**

**Definition of Incidents:**

**Arrest/illegal behavior** – for drugs, alcohol, weapons, etc.

**Behavioral/Psychological** – Any event in which a student manifested an acute episode of behaviors associated with anxiety disorders, depressive disorders, eating disorders, etc. Any event in which a student behaved in a way that required disciplinary action. Any event in which a student was separated from the program owing to behavioral issues.

**Death –** accidental, suicide, due to illness or injury, murder or negligent manslaughter.

**Disease Outbreak** - Any event which directly caused illness to staff or students. Any event that necessitated a significant change in program schedule, itinerary or location. Any event which resulted in the suspension of the program.

**Equipment Failure** – Any event where there was an equipment failure that did or had the potential to cause injury, i.e., the brakes on a vehicle fail; a boat motor dies without backup.

**Extreme intoxication –** drinking to an extent where they’re judgment was severely impaired, caused them to miss scheduled program activities, or routine abuse of alcohol.

**Fire** – Any event where there was a fire in a building that housed students where the fire was not easily contained and controlled within several minutes, vehicle or wildfire.

**Hate crime** – a crime against a person or property motivated by bias.

**Illness** – An event that required professional medical attention, or that resulted in an inability to participate in the program for a day or more. Not to include routine colds, sore throats, isolated low grade fevers, minor traveler’s diarrhea, etc.

**Injury** – An event that required professional medical attention beyond rudimentary first aid, or that resulted in an inability to participate in the program for a day or more. Not to include stubbed toes, minor splinters, minor muscle strains, etc.

**Missing/Separated Person** – Any event in which a student or staff was missing/overdue for more than 12 hours without the program’s direct communication with them.

**Motor Vehicle Accident (pedestrian, motorbike, car, truck, etc) or theft**– Any event in which a staff or student was injured involving a motorized vehicle whether the injured person was the driver, a passenger or a pedestrian. Any event where someone was injured by program owned/hired vehicle. Any motor vehicle accident where over $1000 of damage was done to a program vehicle. Any theft or attempted theft of a motor vehicle.

**Natural Disaster (Tropical Cyclone, Earthquake, Wildfire, Flood)** – Any event that directly caused injury to staff or students, or caused damage in excess of $1000. Any event that necessitated a significant change in program schedule, itinerary or location. Any event which resulted in the suspension of the program.

**Political Upheaval (War, Civil Unrest, Violent Protests, Riots, etc)** - Any event that directly caused injury to staff or students. Any event that necessitated a significant change in program schedule, itinerary or location. Any event which resulted in the suspension of the program.

**Physical Assault** – Any event involving any staff or student where there was a physical attack (empty handed or with weapon) delivered with the likely intention of injury.

**Referral for a Disciplinary Action** – referral of any person to any official who initiates a disciplinary action in which a record is kept and some sanction may be imposed

**Robbery or Burglary** – Any event whereby a student or staff had property seized from them via violence or intimidation or the unlawful entry into a structure to steal.

**Sexual Assault/Forcible Sex Offence** – Sexual activity (defined as direct contact that involved genitals, breasts, mouth or anus) without the consent and against the will of the victim, with threat of force or harm. To include attempted rape and rape (defined as sexual intercourse), forcible fondling, or sodomy.

**Sexual Harassment** – Any event whereby a staff or student felt that they had been victimized by unwanted and offensive sexual advances or sexually offensive remarks or acts.

**Suicide** - Any event in which a student showed evidence of suicide ideation, made a suicide gesture or attempted suicide.

**Terrorist Event** - Any event that directly caused injury to staff or students. Any event that necessitated a significant change in program schedule, itinerary or location. Any event that resulted in the suspension of the program.

**Theft** – Any event whereby a student or staff had their property taken without their consent without violence or intimidation. To include passports, credit cards, money or valuables worth more than US $100.

2/7/2017  
http://web.augsburg.edu/global/IncidentReportForm.doc