



Morehouse College Office of International Education

Faculty- Led Study Abroad Incident Report

Please fill out this form as completely as possible. In the event of any legal action this form will serve as the official college record of what transpired and what actions were taken by responsible college officials at the scene of the incident. Attach extra sheets as necessary and any documentary evidence. Email the content of this report to OIE@morehouse.edu as soon as possible.

Name of person completing this form:

Date of incident:

Location of incident:

Time of incident:

Were you present? Yes No

Name(s) of student(s) involved:

Name(s) of other individuals(s) involved:

Brief description of what happened:

Who provided this description if you were not a witness (*please list all names*):

If you were not present, when were you informed?

What actions did you take?

If the student(s) were transported to a hospital or clinic, provide the complete name of the facility, phone #, and address:

Names and phone numbers of all physicians who examined or treated the student(s):

Name: Phone:

Name: Phone:

What, if any, follow-up care was recommended?

**Were the police or legal authorities notified
of the incident or present at the scene?**

Yes / No

**Names and phone numbers of responsible
legal authorities in charge of the case:**

Name:

Case #:

Phone:

Was the U.S. or relevant embassy notified?

Yes / No N/A

**Name and number of responsible consular officials involved in this incident
(if applicable):**

Name:

Phone:

Dates/times of contact with the Office for International Education and/or parents:

Signature:

Date:

Time: