



**MONTANA**  
**STATE UNIVERSITY**

Mountains & Minds



# EMERGENCY RESPONSE MANUAL

## *for* INTERNATIONAL PROGRAMS

---

INTERNATIONAL PROGRAMS  
MONTANA STATE UNIVERSITY

## **EMERGENCY CONTACT INFORMATION**

For a complete list of emergency numbers, please see Appendix A.

**MSU 24/7 Emergency Number .....+1(406) -219-6018**

**MONTANA STATE UNIVERSITY**

**International Programs**

183 Strand Union (SUB) | Bozeman, MT 59717

+1 406.994.4031 | [international@montana.edu](mailto:international@montana.edu)

## Dear University International Traveler,

As an MSU University International Traveler, we ask that you read through this handbook to familiarize yourself with procedures, and possible crisis that may occur while abroad. As you read, remember that emergencies occur whether at home or abroad. But while abroad, your usual safety net and immediate resources change. Thus, it is critical to understand potential emergencies and plan accordingly prior to departure, especially traveling internationally during a time of continued global pandemic.

This handbook is also available online should you find yourself without a paper copy. Do note that the emergencies listed in this handbook come with checklists to guide you. MSU International Programs is here as a resource and we ask that you use us. Please remember this is a guide and **communication** is critical in the event of any emergency. Safe travels and remember, people never plan for an emergency to happen to them, but they happen frequently.

MSU International Programs

# CONTENTS

## Emergency Response

<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>Defining “Emergency”</b>	<b>3</b>
	2.1 Minor (Routine) Emergencies.....	3
	2.2 Major Emergencies.....	3
	2.3 Perceived Emergencies.....	4
<b>3</b>	<b>Decision making during an Emergency</b>	<b>4</b>
	3.1 Assessment.....	4
	3.2 Securing Students.....	4
	3.3 Communication.....	4-6
	3.4 Documentation.....	7
<b>4</b>	<b>Emergency Evacuation</b>	<b>8</b>
	4.1 Resuming an interrupted program.....	8
	4.2 Media communications.....	9
<b>5</b>	<b>Steps to Take Before a Crisis</b>	<b>9</b>
	5.1 Emergency Communication Plan (ECP).....	9
	5.2 Emergency preparation.....	9-10
	5.3 Steps for effective ECP implementation.....	11
<b>6</b>	<b>Faculty and student preparation</b>	<b>11</b>
	6.1 Pre-Departure Orientation.....	11
	6.2 Managing expectations.....	11

## 7 Managing Specific Areas of Risk

12

---

7.1 Motor Vehicle and Pedestrian vs. Vehicle Accidents.....	12
7.2 Alcohol.....	13
7.3 Drugs.....	13
7.4 Mental Health Issues .....	14
7.5 Discrimination and Harassment .....	14
7.6 Sexual Harassment, Sexual Assault or Rape .....	15-16
7.7 Serious Injury or Illness.....	17
7.8 Political and natural/man-made disaster.....	18
7.9 Fire.....	19
7.10 Arrest .....	19
7.10.1 Victim of Crime .....	20
7.11 Theft precaution .....	21
7.12 Missing Student .....	21
7.13 Death of Student.....	22
7.14 Hostage Situation.....	23
7.15 Living Space .....	23

## 5 APPENDICES

23-26

---

Appendix A: Emergency Contact Information and Campus Resources

Appendix B: Additional Resources

Appendix C: Incident Report

Appendix D: Requirements for MSU International Travel Policy

# 1 Introduction

Safety of University International Travelers (UIT) abroad is the first priority of the Office of International Programs as well as the traveler. Emergencies are not discriminatory and can occur at any time to any individual or group, thus demanding attentiveness of all involved. Response can become problematic due to distance/location factors, cultural unfamiliarity, and language barriers. The first responsibility of a UIT/UIT / Group Leader in an emergency is to safeguard your/their well-being. In order to do so effectively, UITs/UIT / Group Leaders should thoroughly read and become familiar with the following crisis management information covered in this handbook.

Group Leaders are first-responders when assisting students through crisis situations. UIT / Group Leaders are also mandatory reporters under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Understanding the basics of emergency planning and response will allow UITs / Group Leaders to develop comprehensive support strategies in order to prepare for and manage potential emergencies abroad. The Office of International Programs (OIP) has experience dealing with crises and is available to support UITs / Group Leaders and students before, during and after a crisis.

## 2 Defining “Emergency”

Defining what an emergency is, and how different “types” of emergency are classified, is the first step to creating strategies for crisis situations. The American Heritage Dictionary of the English Language, Fifth Edition 2015, defines an emergency as:

“...a situation or occurrence that happens unexpectedly and demands immediate action.”

### 2.1 Minor (Routine) Emergencies

Minor or routine emergencies tend to be the most common while students are studying abroad. These include:

- Pick-pocketing or petty theft (purse/wallet)
- Lost Passport/Cellphone
- Minor illness or injury (e.g. cold, flu, sprain, broken arm, toothache, etc.)
- Family emergency back home (e.g. family member illness)
- Consequence of abuse of alcohol resulting in poor decision
- Power failure
- Student Code of Conduct violation

### 2.2 Major Emergencies

Major emergencies are more severe than minor (routine) emergencies, and typically happen less frequently:

- Natural disaster (hurricane, earthquake, fire, flood, etc.)
- Major sickness or injury (pandemic, car accident, death, etc.)
- Act of Terrorism
- Assault or rape
- Missing person
- Arrest
- Hostage situation
- Socio-political (riot, military coup, terrorist attack)
- Behavior of the UIT / Group Leader or students that causes or threatens harm to themselves or others

## 2.3 Perceived Emergencies

Distinguishing between a real emergency and a perceived emergency is crucial. Due to media attention, social media, and incomplete information, situations abroad may be perceived in the U.S. as more dangerous than they actually are. They can be distressing to program participants and family members, and require serious and prompt action by the UIT, UIT / Group Leader and OIP.

## 3 Decision making during an Emergency (General procedures for all)

There are four steps to be taken during ANY emergency:

1. Assessment
2. Securing self and/or student(s)
3. Communication
4. Documentation

Depending on the emergency, each of these steps **must** be completed, but will vary in degree.

### 3.1 Assessment

In general, the first step in ANY emergency is assessment. How serious is the emergency? Do you need and/or to administer any first aid immediately? Is this a routine emergency or major emergency? Is a student involved or multiple students? Do you need to call an ambulance? Police? Consulate? Is the emergency real or perceived? What steps must be taken to secure the environment?

The answers to these questions will determine your next step of action: securing self and/or students.

### 3.2 Securing students

The second step is to make reasonable efforts to secure self and/or students in the environment and remove same from any immediate danger, if possible. This may require an immediate need for evacuation from the area. Administer any first aid to the extent possible. Call for any medical/consulate/police assistance, if necessary. Determine the likely availability of medical supplies, food, water, shelter, and transportation if any of these have been threatened.

In any MAJOR emergency, if there is time, consultation with OIP is recommended. When there is an inability to reach OIP for consultation, the UIT / Group Leader has the authority to, and should, cancel a program and evacuate self and/or students.

### 3.3 Communication

After the UIT's safety is secured, you should contact OIP as soon as possible. If direct communication is not possible, try to reach OIP through the U.S. Embassy/Consulate (or possibly through the government of the host country). Refer to OIP Emergency Contact List (see Appendix A).

### ***Important Emergency Communication Information***

Please note that under FERPA and HIPPA it is not legal for university employees, including UIT / Group Leaders, to contact a student's parent or guardian regarding medical conditions or emergencies if the student is over 18 without written or verbal permission from the student. For this reason, UIT / Group Leaders should ask students to complete/update the FERPA permission form and emergency contact form prior to departure. If a student is involved in a medical or other emergency, they are urged to contact parents/guardians or grant permission for UIT / Group Leaders or OIP to make contact. If the student is unable to communicate his or her preferences, check the emergency contact form to confirm whom the student has allowed you to contact.

**\*\* In accordance with the [MSU International Travel Policy](#) , all Group Leaders must collect an Emergency Contact from each student.**

### ***UIT / Group Leader Communication Responsibilities***

Once UIT / Group Leaders are secure/have secured all students and staff and contacted the appropriate local medical emergency officials, law enforcement officials, U.S. Embassy/Consulate and OIP, they are responsible for maintaining contact with these entities if possible. In political crises or natural disasters, information from local sources should be gathered, as well as U.S. federal entities (i.e. CDC, USDOS).

Maintain contact with OIP to coordinate issues regarding:

- Group location/ activities, including changes to original itinerary
- Health & Safety
- Legal Liability
- Financial concern, particularly in the case of program cancellation or evacuation
- Academic concern, including plans to complete coursework after the crisis

Even if a small number of students are involved in a major emergency, notify all accompanying students of the situation without breaking confidentiality. Lack of information or discussion is likely to create rumors and panic among students. Group Leaders should hold an on-site group meeting to inform and reassure students, quell rumors and dispel blame as not to distress victims of an incident. UITs and Students are encouraged to call or email family members of their safety in the event of an emergency.

### ***OIP Communication Responsibilities***

Once the situation allows time to notify OIP of the major emergency, OIP staff and MSU will manage all stateside communications, to include: MSU Communications (local, state and national media), OIP staff, parents (as able, and if necessary) and other relevant departments, as determined by OIP and the institution.

Upon notification of a major emergency, OIP staff will call the U.S. State Department's Citizen Emergency Center at +1 (888) 407-4747 or +1 (202) 501-4444 for suggestions or assistance, if necessary. OIP will also call U.S. International Programs of other institutions that have students in the emergency location to compare information and develop a common plan of action, if necessary. OIP will also contact and assemble the OIP emergency response members to develop a plan of action.



OIP will not make any statements to the press before designation of a spokesperson and consultation with Montana State University Communications. OIP will also notify Montana State University Communications of statements, if any, already made to the media by the UIT / Group Leader when possible. OIP staff will refer inquiries to Montana State University Communications and record all calls and activities.

### ***Emergency Operations Center Management Team Communication Responsibilities***

**Emergency Operations Center Management Team** (EOC Management Team) is comprised of multiple MSU offices who advise and support the OIP in establishing emergency protocols and managing crisis situations, including members of the Campus International Travel Safety Review Committee (CITSRC). This team is the primary vehicle to ensure campus resources and expertise are utilized effectively in managing crises in internationally based academic programs. In the event of a major emergency, the team members will be consulted as needed, or meet as a group, to address the current situation based on information provided by the UIT / Group Leader and OIP.

**EOC Management Team** will help determine:

- Any immediate action that has been taken and any additional steps that need to be taken to maintain the security and health of participants and staff
- Other issues of health, safety, academic concerns, financial aid, public relations, and legal liability
- Whether a program should be cancelled or interrupted; whether and under what conditions it might be re-instated after interruption

Any additional steps to be taken abroad:

- Address student panic
- Recommend appropriate student behaviors
- Create a written action plan, if necessary
- Ask students to acknowledge in writing their receipt of any information
- Communication with parents
- Management of communication and social media

Assistance with an evacuation plan, if necessary, considering:

- Safety of various modes and routes of travel
- Evacuation costs and means for meeting those costs
- Methods of reducing the threat, such as dispersing students in small groups to reconvene later in another location
- Availability of in-country resources
- Assist with any necessary communication.

Once the important facts have been collected, the **EOC Management Team** should follow the guidelines in the MSU University crisis communication plan.

In summary:

- Designate a spokesperson, usually a) the Director of University Communications, or b) the person with the most direct knowledge of the crisis, acting under the advice of University Communications, or c) the President or other high ranking University official, if warranted by the scope of the crisis.
- Draft a fact sheet, including a summary statement that can be released to the media. Consult with University Counsel regarding the public's right to know and concerns for privacy and security.

- Notify key constituencies. Assign members of OIP to communicate the facts to relevant areas and groups. Depending on the magnitude of the emergency, include the President and Trustees; faculty, staff, and students on the home campus; parents and family of students abroad; the MSU administration; state representatives and legislators.
- Alert the media. Establish a dedicated call-in line for media use, if appropriate.
- Develop a daily communication plan. Provide rotation for phone relief in OIP or other points of heavy communication contact.
- Assess the impact of the event once ended, and document all actions taken in a written report.

### 3.4 Documentation/Incident Reporting

It is important for UIT / Group Leaders to document all steps taken after the emergency to be recorded for further reference. Information should be shared promptly, accurately, and completely at each communication link. Each staff person should keep chronological logs of the crisis (on site and at OIP). The logs should detail what happened, steps taken, when they were taken, with whom staff members talked and what follow-up actions were necessary. The person responsible for recording the log should note the time of each event as carefully as possible as well as the time at which the notes were taken. The MSU Study Abroad Incident Report can be used for any crisis (see appendix C or o). Avoid releasing information directly to the media. Montana State University Communications would coordinate any media contact for a major crisis.

#### *In a MAJOR emergency OIP will:*

- Make certain that written accounts are obtained as soon as possible from all witnesses and affected students and staff/faculty.
- Prepare a detailed and factual report within 7 days, including preliminary recommendations without any judgments, conjecture, analysis, or conclusions.
- Submit the report to legal counsel for review and revision.
- After review of the report by the Vice Provost and Dean for International Programs and MSU legal counsel, decide on:
  - distribution and dissemination of the reports
  - the need, if any, for further in-house or outside review or investigation and the specific tasks of any review body established.

#### *Additional Notification Responsibilities of OIP in a MAJOR emergency:*

- Consider having the staff/faculty member who has firsthand knowledge of the accident or illness make a follow-up call to the next of kin.
- Consider having a University representative visit the family at their home. (Normal advance travel clearances must be obtained.)
- Arrange for others (trustees, other staff, OIP staff members) to reinforce OIP's communications, as it is helpful for the family to have support or information from a source besides OIP. Avoid extraneous or uncoordinated efforts in this regard.
- Contact parents of other students on the participant list in OIP files.
- Stay in touch with University Communications, university legal counsel, the travel agency if appropriate, the insurance representative if appropriate, and the next of kin of the victim.

## 4 Emergency Evacuation

Emergency evacuation is necessary if a specified area of travel is deemed “unsafe” by the U.S. Department of State. Issues that could warrant an emergency evacuation include a natural disaster, political event, or security crisis. The U.S. Department of State will provide support for American citizens abroad in the event an emergency evacuation is required.

Depending on the level of emergency, a program may need to evacuate. Questions for consideration include:

- Is there imminent, persistent danger to the students?
- What steps have been taken?
- Have those steps been effective?
- Any additional possible steps necessary?
- What is the implication of returning to the US?
- What is the financial impact on participants including financial aid?
- What is your preference? How safe do you feel?
- What is the students’ preference? How safe do they feel?
- Is counseling necessary before students return to the U.S.? After?
- Is the evacuation plan safe?
- What are the routes and modes of transportation?
- What are the advantages/ disadvantages of separating into smaller groups?

### Cancellation

Should such an emergency occur, the UIT / Group Leader should be prepared either to continue the program at an alternative site or cancel the program altogether. In deciding whether to move or cancel a program and evacuate students, the physical safety of the students must be the highest priority. The decision to terminate a program or evacuate students will be authorized by the OIP and MSU Emergency Operations Center Management Team (EOC Management Team), in consultation with the Campus International Travel Safety Review Committee (CITRSC), and UIT / Group Leader. However, if OIP cannot be reached for consultation, the UIT / Group Leader has full authority to cancel a program and evacuate the students.

If program cancellation occurs before or soon after the program begins, every effort will be made to refund recoverable costs to the participants. If the emergency occurs toward the middle or end of the program and evacuation takes effect, arrangements to continue the coursework through a form of independent study should be considered rather than complete program cancellation. If a program is not cancelled, but an individual student feels uncomfortable about going abroad or remaining on site, they are allowed to withdraw. MSU would not be obligated by policy to offer a refund in this situation, though it may be considered. Non-medical evacuation insurance and trip cancellation insurance is recommended.

### Evacuation

It is imperative that the UIT / Group Leader plan for such a crisis prior to departure and have a pre-arranged **OIP Emergency Communication Plan** in place prior to departure, and to include contingency plans for emergency evacuation. During an emergency requiring evacuation, the goal is to get the UIT/students back to the United States. If retreat is not possible, the emergency evacuation plan should include a shelter-in-place plan with at least one alternative site that will accommodate housing for the group. Students should be made

aware of a meeting point during on-site orientation so they know immediately where to go during an emergency.

At the time of the emergency, the UIT / Group Leader should contact the nearest U.S. Consulate to discuss the need for evacuation and any measures the U.S. is taking to evacuate its citizens. OIP will convene the EOC Management Team to decide the best course of action concerning evacuation, and determine evacuation costs and means for meeting those costs. A member of the EOC Management Team will contact the U.S. State Department for the same information.

Once a decision has been made to evacuate, the UIT / Group Leader should notify students and other staff of the evacuation plan and the procedures that are to occur to ensure safety. OIP will issue guidelines to staff about communicating with families. UIT / Group Leaders should avoid contacting a family directly as Montana State University will handle all official communication. At the outset of a crisis, UIT / Group Leaders can and should reinforce to students the absolute necessity of communicating in a way that does not cause undue panic. Rational, carefully-considered procedures are best put into action when articulated with thoughtful clarity by the UIT / Group Leader.

## 4.1 Resuming an interrupted program

A decision to resume a program after an emergency or evacuation as the result of a crisis will be made by the EOC Management Team after a review of the situation, input from the UIT / Group Leader, consultation with the U.S. State Department and U.S. Consulate/Embassy in country. Other variables the OIP and the EOC Management Team will consider regarding resuming an interrupted program include the groups decision, financial policies and the stress and emotional health of participants should the program continue.

## 4.2 Media Communications

The first actions taken following an accident, death, or emergency may well determine whether a situation is contained or leads to panic. Whenever feasible, statements to the press should be made exclusively through Montana State University Communications. Many difficulties arise when more than one source releases information to the media.

# 5 Steps to Take Before a Crisis

---

## 5.1 Emergency Communication Plan (ECP)

The first step in crisis management is being prepared before a crisis occurs. For this reason, OIP and the [MSU International Travel Policy](#) requires UIT / Group Leaders to create an emergency communication plan. Guidance and templates can be found online under the MSU International Programs website.

Before departure, the UIT / Group Leaders should develop detailed itinerary for the international program, showing possible routes from place of residence to sites to be visited. These instructions could include shops, restaurants, subway stations, maps. WhatsApp as an in-country communication tool is highly encouraged, as well. This could assist UIT / Group Leaders, OIP, students, and the police to retrace in case of an emergency.

## 5.2 Emergency preparation

All UIT / Group Leaders are strongly encouraged to follow the procedures prior to departure:

- Register students and staff with the nearest U.S. Embassy or Consulate through the U.S. Department of State's [Smart Traveler Enrollment Program \(STEP\)](#). Registration will make a student's presence and whereabouts known should it be necessary to contact them in an emergency. STEP also sends UIT / Group Leaders routine information from the nearest U.S. Embassy or Consulate.
- Keep note of which students are not U.S. citizens and their home embassy or consulate's contact information.
- Assess the program logistics for safety. (For example, how will students travel from their accommodation to the other program facilities? Are approaches to the residence well-lit at night?)
- Know how to communicate with and access other resources during a crisis. These include:
  - ☐ Airport authorities
  - ☐ Travel agents
  - ☐ Other transportation authorities (local train station, bus terminal, etc.)
  - ☐ Telephone and other utility companies
  - ☐ Hospitals, clinics, and a comprehensive list of health and counseling professionals
  - ☐ International Red Cross Offices
  - ☐ United Nations Offices
  - ☐ U.S. Embassy/Consulate and pertinent embassies/consulates for all students on the program
  - ☐ Other U.S. Study Abroad Programs/ Organizations Volunteer agencies
  - ☐ Office of International Programs Staff Members
  - ☐ Local government officials and ministries
  - ☐ Local police and fire departments
  - ☐ Other local universities/colleges
- Keep copies of students' Emergency Contact information on site. This is also accessible through the MSU Study Abroad online portal, if internet is available during the crisis. As internet cannot always be accessed, UIT / Group Leaders should keep hard copies.
- If using a travel agent, choose one that could potentially help make travel arrangements in an emergency.
- Develop a rapid communication system to reach students once on site (email, cell phones, etc.); establish a phone tree. Develop a contingency plan in the event that students cannot be reached or are traveling.
- If hiring a bus or contracting with a local travel agency, be informed about their insurance coverage.
- Provide the program's sponsoring department and OIP with an itinerary and telephone numbers for each accommodation site, as required by the *MSU International Travel Policy* ([http://www.montana.edu/policy/international\\_travel/](http://www.montana.edu/policy/international_travel/))
- Provide participants with site-specific information about potential health and safety dangers, preferably in writing.
- Provide participants with in-country emergency contact information (names and telephone numbers of medical emergency officials, law enforcement officials, U.S. Embassy/consulate).
- Prepare a contingency plan that addresses procedures in case of absence or incapacity of the UIT / Group Leader. Any assistant director or local coordinator should inform OIP before making decisions on emergency matters, if possible.
- Have multiple methods of accessing funds (credit card, ATM, wire transfer, etc.). Research these in advance. For example, find out whether an in-country bank has a direct relationship with a U.S. bank, as this would facilitate wire transfers. Make sure contingency funds are factored into the program budget.
- Be familiar with the insurance provided by the University to employees.
- Create an emergency evacuation plan that includes at least one alternative site that will accommodate

housing for the group. Students should be made aware of a meeting point during on-site orientation, so that they know immediately where to go during an emergency.

- Know how to contact OIP staff or EOC Management Team at all times and carry respective contact information at all times.
- Carry paper identification and emergency numbers on you at all times.

### 5.3 Steps for effective Emergency Communication Plan (ECP) implementation

- STEP ONE      **Remain calm** UIT / Group Leaders are models of behavior for students.
- STEP TWO      **Assess the situation/Get advice from program staff** Identify the kind of emergency situation you are in. Contact program staff for guidance, if applicable.
- STEP THREE    **Take action** Exercise good judgment. Go to the safe location identified in the Emergency Communication Plan. Follow your evacuation plans, written instructions and maps developed as part of the ECP to aid in emergency removal. Remember the alternate transportation options that are available.
- STEP FOUR     **Get in touch** After moving to a secure location, update OIP and other contacts as appropriate (e.g. U.S. Consulate, emergency personnel) about the group situation.
- UIT / Group Leaders should take care of themselves and students. While waiting for contacts to assist, or in case assistance cannot be reached, utilize emergency kits if applicable.
  - Keep trying to make contact. If contacts cannot be reached (because phone lines are down, the group is trapped, etc.) don't give up. Try alternate methods of communication (email, FB, WhatsApp) until someone can be reached. If the group needs to move to another location, let locals and reachable contacts know by leaving a written description of the next safest location.
- STEP FIVE      **Move to a safer, permanent location** After removing the group from any immediate threats, communicate with emergency contacts. Consider transportation options and move the group to the appropriate location (hospital, police station, embassy/consulate, contact's home, counseling center, etc.)
- STEP SIX       **Stay in touch** Maintain contact and update OIP on your condition.
- STEP SEVEN    **After the emergency is over, inform the OIP and sponsoring MSU department.**

## 6 Faculty and student preparation

### 6.1 Pre-departure Orientation

Along with the mandatory MSU International Travel Pre-departure Orientation and the UHP Travel Health & Safety class, UIT / Group Leaders should provide pre-departure orientation to discuss prevention and response in emergency situations, in addition to cultural preparation (MSU Faculty/PI's are responsible for providing and/or discussing emergency protocols to their GRAs, or those conducting research on behalf of their grant-funded international program). OIP can assist in preparing and presenting program specific pre-departure orientation.

### 6.2 Managing Expectations

The difference between what students expect and what they are actually experiencing may determine the level of perceived distress. Review students' expectations and provide accurate information to clarify preconceived notions about a program location(s).

## 7 Managing Specific Areas of Risk

### 7.1 Motor Vehicle and Pedestrian versus Vehicle Accidents

Motor vehicle and pedestrian versus vehicle accidents are the leading cause of injuries and legal claims involving international programs. Road structures are not always the same as they are domestically; streets and rules also vary across countries and regions, requiring heightened precaution.

The following steps can guide and help you prevent incidents that involve motor vehicle accidents:

- Make sure you always take legitimate public transportation and cabs.
- Ensure that required and appropriate automobile insurance is in place and that the coverage provided is effective in all countries of travel.
- Never allow students to drive.

Checklist if accident occurs (similar to 7.7 Serious Injury or Illness)

Prior to departure:

- Determine the availability of English-speaking medical services in your location.
- Determine the means of transportation to these medical services.
- Identify location and contact information of the nearest U.S. Consulate or Embassy.
- Identify location and contact information for the consulate or embassies of any non-U.S. citizens participants.
- Make sure all students read and understood their insurance policy, remember, it is only available while students are abroad.

During the incident:

- Identify victim's location.
- Determine what medical treatment victim has received.
- Identify what has been done on-site, get names and titles of any emergency officials on the scene
- Identify who is the attending physician.
- Identify whether the physician speaks English and whether an interpreter required. The U.S. Embassy is a valuable resource.
- Get information on what the diagnosis is diagnosis, prescribed treatment and prognosis.
- Identify whether other program participants are at risk either physical or psychological.
- Collect detailed information about the incident.
- Find out whether there are witnesses to the incident.
- Determine whether rescue operations needed and whether they have been initiated.
- Contact OIP.
- Assist family members in case it becomes necessary to join the victim.

## 7.2 Alcohol

While studying abroad, students will most likely be at a location where they will be of legal drinking age and where consumption of alcohol may be a cultural norm. Regardless, students should be encouraged to use good judgment if they choose to consume alcoholic beverages while abroad.

In pre-departure orientation, the expectations for responsible drinking and consequences that could occur (including termination) should be clearly articulated. Discuss the cultural drinking norms of the host country prior to departure.

The [Montana State University Code of Student Conduct](https://www.montana.edu/policy/student_conduct/) ([https://www.montana.edu/policy/student\\_conduct/](https://www.montana.edu/policy/student_conduct/)) and all regulations are applicable while students are studying abroad.

Tips for responsible use of alcohol for review with students during pre-departure orientation:

- Be aware of and abide by the customs and laws of the host country.
- Drinks may have a stronger alcohol content than what you are used to.
- Avoid over-indulgence. Do not become intoxicated, arrive intoxicated, or miss any scheduled events or classes due to alcohol consumption.
- Drinking to get drunk is not a common practice in many countries abroad.
- Do not accept drinks brought and given to you by someone you do not know.
- Do not drink from an open container if you walked away from it.
- Do not accept a drink that you did not watch get made.
- Never go home with strangers. Travel in pairs or small groups.
- Remember, injury or illness resulting from alcohol use may be EXCLUDED from insurance coverage. If alcohol is found in the system, claims can be denied.

## 7.3 Drugs

Drug laws are often more strict around the world than in the U.S. In some countries, possession of even a relatively small amount of illegal drugs can be grounds for a mandatory jail sentence or the death penalty. Once students have ventured beyond U.S. borders, U.S. laws and constitutional rights are no longer in effect.

Review the host country's drug laws on the [U.S. Department of State](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html) website (<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>) and encourage students to do that same. If students are subject to legal systems abroad, immediately contact the nearest [U.S. Embassy or Consulate](#) and OIP.



## 7.4 Mental Health Issues

Mental health issues are sometimes the hardest to manage abroad due to denial of a disorder or underreported information to a UIT / Group Leader. There may or may not be adequate health resources, hospitals at the program destination, or usual support systems. Contact OIP immediately if altered behavior emerges – binge eating/drinking, withdrawal, manic behavior, serious weight loss, etc. Students self-report medical conditions prior to departure; it is important to follow up with concerns of health histories to better prepare a student to go abroad.

During pre-departure orientation, students will be advised to visit with a medical professional if they have pre-existing conditions that will need attention abroad. Students should be encouraged to take a copy of their medical record on the study abroad program in order to make visits to foreign medical facilities easier.

**Manifestation of Stress:** Many emotions and reactions are to be expected when you are stressed. Some common manifestations are:

- Irritability over small things
- Difficulty concentrating
- Difficulty falling asleep or staying asleep
- Queasy stomach
- Desire to run away
- Constant feeling of tiredness
- Psychosomatic illness
- Excessive criticism of others
- Poor work performance
- Difficulty making decisions
- Being unusually introspective
- Feelings of guilt, worry and anxiety
- Withdrawing from the group

## 7.5 Discrimination and Harassment

Incidents of unlawful discrimination and harassment can occur abroad, just as they can on MSU's campus. These types of allegations may include claims of racial, sexual or religious harassment as well as claims of unlawful discrimination on the basis of national origin, sexual orientation, disability, race, gender, religion and other groups.

A UIT / Group Leader needs to take immediate action if a student identifies that he or she is being harassed or discriminated against. UIT / Group Leaders are mandatory reporters of harassment under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. UIT / Group Leaders must report to the [Office of Institutional Equity](#) and the Title IX Coordinator at +1 (406) 994-2042 or [oie@montana.edu](mailto:oie@montana.edu); <http://www.montana.edu/equity/>

## 7.6 Sexual Harassment, Sexual Assault or Rape

In the event of sexual harassment, UIT / Group Leaders must notify the appropriate officials on campus (at Montana State University: contact the [Office of Institutional Equity](#) and the Title IX Coordinator at +1 (406) 994-2042 or [oiie@montana.edu](mailto:oiie@montana.edu); <http://www.montana.edu/equity/>).

UIT / Group Leaders should share with students the following precautions about traveling abroad:

- Avoid overindulging in alcohol and becoming impaired.
- Keep your eyes on your drinks while at parties, clubs, bars, or pubs to ensure that substances are not slipped into them.
- Use a buddy system to the extent practicable when out at night.
- Avoid leaving restaurants, bars, or nightclubs with strangers and do not get into vehicles with people you do not know.
- Don't be too quick to trust people you have just met or don't know well.
- Know the local culture as well as areas to avoid in order to reduce the likelihood of becoming a victim.
- Immediately report any problems to the UIT / Group Leader or a designated campus contact.

Be aware of the laws of the host country regarding sexual assault; in some countries it is the victim who can be arrested. Prior to departure, directors should determine the availability of English-speaking medical services (including counselors) in your location. Also determine the means of transportation to these medical services. Sexual assault victims do not always report assault time of the incident. However, they may tell a leader at a later date or may exhibit incident-related symptoms (e.g. anxiety/depression, pregnancy, STD). Students who report that they have been sexually assaulted should be treated in a compassionate, non-judgmental manner.

In the event of an assault or rape, encourage the student to go to a hospital/ clinic after the assault as soon as possible. Students reporting rape should be asked not to urinate, defecate, rinse their mouths, bathe, or clear under their fingernails before examination, if possible. Protect and maintain clothing in original form. Inform the student that this request is to help obtain evidence that might later be used in court and is not in itself for medical reasons.

The attending doctor should tend, first and foremost, to the student's well-being. The student should not be left alone and should be taken to a comfortable, safe area. The student may prefer to be accompanied by a friend. Consent from the student must be given before examination and treatment. **Remember to keep the victim's name confidential** The victim must authorize, in writing, the release of confidential medical information or notification of his/her condition to family members.

Prior to departure:

- Determine the availability of English-speaking medical services in your location.
- Determine the means of transportation to these medical services.
- Make sure during orientation that all students are familiar with precautions while traveling abroad recommended in section above.
- Consult the [U.S. Department of State](#) Country information (<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>) for advice and information on in-country laws.

**\*As a UIT / Group Leader, you are a mandatory reporter and must notify the MSU Title IX Coordinator of any assault**

Once notified of an assault or rape (actual or attempted), the UIT / Group Leader **must**:

- Remain with the victim.
- Provide support to the victim.
- Make sure that other students are safe and not in immediate way of harm.
- Notify MSU International Programs.
- Encourage victim to go to doctor (who can then treat injuries, give examination, provide pregnancy & STD protection, recommend counselor, etc.).
- Arrange for medical treatment/Medevac.
- Maintain medical confidentiality.
- Provide and/or arrange psychological support.
- Document everything:
  - Type of assault
  - Date and time
  - Location – including city, streets, building, etc.
  - Whether assault was related to the program
  - Whether assailant is known
  - Number of assailants
  - Whether a weapon was involved
  - All steps taken after incident reported to you – including dates, times, locations, persons involved, etc.
- Identify and document the major details of the incident.
- Identify whether counseling is available and whether it can be provided in English.
- Notify local law enforcement, if appropriate. Collect the names and titles of the officials.
- Identify whether there were witnesses.
- Identify whether the victim would like to return to the U.S.
- Identify the likely academic and financial consequences of returning to the U.S.
- Consult and provide information on academic credit, withdrawal, and program reimbursement.
- U.S. Consular Affairs is available to assist in finding a medical facility, advising on legal considerations for reporting, and other needed services. For more information, visit the website <http://travel.state.gov/content/passports/english/emergencies/victims.html>.
- Report assault to the MSU Title IX Coordinator at +1 (406) 994-2042 or [ois@montana.edu](mailto:ois@montana.edu); <http://www.montana.edu/titleix/index.html>.

## 7.7 Serious Illness or Injury

Prior to departure or immediately upon arrival abroad, UIT / Group Leaders should identify appropriate medical facilities in case of injury abroad. In the case of serious illness or injury, contact should be made with the nearest U.S.

Consulate or Embassy if the student is a U.S. citizen. For non-U.S. citizens, the embassy or consulate in the country of origin should be contacted.

**Never leave a sick or injured student behind while the rest of the group moves on to a new location** If there are two UIT / Group Leaders, one must remain with the student while the other continues with the group. If only one UIT / Group Leader is onsite, the entire group must remain with the injured or sick participant.

Prior to departure:

- Determine the availability of English-speaking medical services in your location.
- Determine the means of transportation to these medical services.
- Identify location and contact information of the nearest U.S. Consulate or Embassy.
- Identify location and contact information for the consulate or embassies of any non-U.S. citizens participants.
- Make sure all students read and understood their insurance policy, remember, it is only available while students are abroad.

During the incident:

- Identify victim's location.
- Determine what medical treatment victim has received.
- Identify what has been done on-site, get names and titles of any emergency officials on the scene.
- Identify who is the attending physician.
- Identify whether the physician speaks English and whether an interpreter required.
- Get information on what the diagnosis is diagnosis, prescribed treatment and prognosis.
- Identify whether other program participants are at risk either physical or psychological.
- Collect detailed information about the incident.
- Find out whether there are witnesses to the incident.
- Determine whether rescue operations needed (if injury) and whether they have been initiated.
- Contact OIP.
- Assist family members in case it becomes necessary to join the victim.

## 7.8 Political and natural/man-made disaster

Questions for assessment (see Serious Injury section if needed):

- Has the U.S. Embassy advised citizens to take appropriate action?
- Have all participants/staff been made aware of these precautions, and in writing?
- Are all participants/staff following these precautions?
- Have local authorities imposed a curfew?
- Is travel in or out of the country being restricted in any way?
- Is the group in danger?
- Who or what is the target of the unrest?
- Has any particular group or organization been threatened?
- What kind of military or other security or public safety personnel are present?
- Are they unusually visible?
- How is the military behaving with respect to the civilian populations?
- Is airlift a desirable and viable action?

### 7.8.1 Terrorism or anti-American sentiment – in general

In pre-departure orientation, advise students to do the following:

- Avoid American hangouts.
- Avoid speaking loudly in English when walking with groups of other Americans.

- Avoid dressing in ways that identify them readily as Americans (university t-shirt, baseball hat, etc.).
- Exercise care in how much information they give to strangers – be skeptical of new acquaintances.
- Be alert to any danger signs such as the presence of suspicious looking strangers or unidentified packages.
- Keep abreast of local news through the Internet, radio and newspapers.
- In airports, bus terminals and train stations, do not linger at ticket counters; go immediately to departure area after conducting your business.
- Do not drive someone else’s car, especially across national borders.
- Do not borrow suitcases from anyone. Do not look after cases or carry packages from anyone.
- Remove all luggage tags or other external items that provide identification.
- Stay in touch with families so that they know their students are safe and they know where to reach them in case of an emergency, or should an incident cause them to worry about their students’ safety.

## 7.8.2 Terrorism or anti-American sentiment – in the event of a threat

In the event of a terrorist threat:

- Eliminate outward signs on the program premises of American presence.
- Call the U.S. Embassy or Consulate for advice. Check with them daily or more often if necessary. Make certain they have your contact information.
- Stay in touch with OIP.
- Be vigilant about incoming mail. Alert authorities to the presence of anything unusual. Do not open or allow students to open suspicious letters or parcels.
- Make a rapid communication plan, e.g. a telephone tree.
- Ask students to give you detailed travel plans or if necessary, details of their schedules on a daily basis; Cancel as necessary.
- Control access to the program site.

## 7.9 Fire

All student housing abroad should have some precaution for fire safety. Help students to think about what to do in case of a fire – whether they are in their residence or while traveling independently. Provide students with numbers to call in case of fire and address fire safety issues with housing and classroom providers.

## 7.10 Arrest

While in a foreign country, a student is subject to country laws and regulations, which sometimes differ significantly from those in the United States and may not afford the same protection. As the U.S. Department of State Country Specific Information (<http://travel.state.gov/content/travel/english.html>) explains, penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating the law, even unknowingly, may be expelled, fined, arrested, or imprisoned. Penalties for possession, use, or trafficking in illegal drugs may be strict, and convicted offenders can expect jail sentences and fines. If arrested abroad, a student must go through the foreign legal process of being charged or indicted, prosecuted, possibly convicted and sentenced, as well as any appeals process. Within this framework, U.S. consular officers can provide a variety of services to U.S. citizens arrested abroad and their families.

If a student is arrested on a program, the nearest U.S. Consulate/Embassy, or student’s home country consulate should be contacted immediately as well as OIP. Many practices which are illegal or grounds for mistrial in the U.S., including extraction of a confession, entrapment, or police searches without a warrant, are admissible in courts in other countries. In some judicial systems, there is no bail requirement, no jury trial, and the burden of proof is on the accused to prove his or her innocence.

Prior to departure:

- Identify location and contact information of the nearest U.S. Consulate or Embassy and embassies of the home country of non-U.S. citizens on your program.
- Make sure during orientation that students understand that while in a foreign country, a U.S. citizen is subject to that country's laws and regulations.

Once notified of an arrest of a student, the UIT / Group Leader must:

- Identify whether the student has been detained.
- Notify the nearest U.S. Embassy or Consulate or appropriate embassy immediately.
- Receive advice from the U.S. Embassy or Consulate regarding appropriate course of actions you need to take.
- Identify which agency made an arrest.
- Collect all the names, addresses and phone numbers of the arresting authorities.
- Obtain the case number.
- Identify whether charges have been filed.
- Identify what are the charges.
- Identify all the facts related to the incident.
- Identify whether there were witnesses.
- If possible, obtain signed statements from each witness.
- Identify what rights have been granted to the arrested student.
- Identify whether the student entitled to place a phone call.
- Identify whether there is an attorney to represent the student.
- If there is, obtain the name and contact information for the attorney.
- Contact OIP to report the incident.

### 7.10.1 Victim of Crime

UIT / Group Leaders and students should contact local police and the nearest Embassy if victimized by a crime overseas. Detailed information is available at Student Abroad pages of the U.S. Department of State site at <http://travel.state.gov/content/passports/english/emergencies/victims.html>.

- Contact local police to report the incident and obtain immediate help.
- Remember to request a copy of the police report.
- Contact the nearest U.S. embassy, consulate, or consular agency for assistance.
- Contact OIP to report the incident.

For U.S. citizens, a U.S. Consular Officer **can help to:**

- Replace a stolen passport.
- Contact family, friends, or employers.
- Obtain appropriate medical care.
- Address emergency needs that arise as a result of the crime.
- Explain the local criminal justice process.
- Obtain information about your case.
- Connect you to local and U.S. resources to assist victims of crime.
- Obtain information about local and U.S. victim compensation programs.
- Provide a list of local lawyers who speak English.

A U.S. Consular Officer **CANNOT**:

- Investigate crimes.
- Provide legal advice or representation in court.
- Serve as official interpreters or translators.
- Pay legal, medical, or other fees.

Prior to departure:

- Identify location and contact information of the nearest U.S. Consulate or Embassy and embassies of the home country of non-U.S. citizens on your program.
- Make sure during pre-departure orientation that students understand that while in a foreign country they are subject to that country's laws and regulations.
- Make sure students know OIP and MSU are here to support them if they are a victim of a crime.

Once notified of a criminal case involving a student, the UIT / Group Leader must:

- Contact the nearest U.S. embassy, consulate, or consular agency for assistance.
- Receive advice from the U.S. Embassy or Consulate regarding appropriate course of actions.
- If the student was a **victim of crime**, contact local police to report the incident and obtain immediate help.
- Remember to request a copy of the police report.
- Complete the MSU Incident Report available in Appendix C

## 7.11 Theft precaution

Theft is fairly common all over the world, especially in high tourist areas. Precautions are to be discussed at pre-departure orientation.

Some tips include:

- Exercise extra care when studying abroad.
- Secure your personal belongings (money, cards) in a safe place when you travel and make copies of all their important documents and to not carry them in one place. A money belt is an effective way of carrying important documents when travelling.
- Make copies of your passport; leave a copy at home with someone you trust and pack additional copies somewhere apart from the originals (suitcase, jacket, etc.).
- Write down location specific telephone numbers for debit/credit cards.
- Write down account numbers and pack them somewhere apart from the originals (suitcase, jacket, etc.).
- Remember that toll free numbers generally do not work from overseas. Call providers (credit card companies, phone card companies) before departure and get local numbers to use in an emergency.
- Report any crime to local authorities as soon as possible after the event.

## 7.12 Missing Student

It is the student's responsibility to register any travel taken outside the scheduled program. Students should update their travel itineraries if travel plans change, which can be done through the MSU Study Abroad online portal or MSU Travel Registry. If a student is on a program with a UIT / Group Leader and is absent or missing for over 24 hours without notification, the UIT / Group Leader will seek to find the student and/or information on their whereabouts. If a student is perceived as missing after failed attempts to locate them, the Group Leader will need to take action.

Prior to departure:

- If students will be traveling outside of the program itinerary, their travel needs to be registered in the MSU travel registry or their MSU Study Abroad online portal.
- Make sure each student has submitted the Emergency Contact Information on their MSU Study abroad online account.

Once aware of student's absence for over 24 hours without notification, the Group Leader must:

- Identify when and where was the missing person last seen or heard from.
- Ask other program participants whether the missing person told anyone of plans to be absent.
- Ask whether anyone knows or has an idea about where the person went.
- Gather information regarding how was the person traveling? (alone and by train, in a group and by foot, etc.).
- Identify what was the date and time of the expected return.
- Identify whether reliable search and rescue operations are available on site.
- If so, make decision about should they be initiated and initiate them when appropriate.
- Provide as complete of a physical description and identify student's clothing at time of disappearance.
- Get a student passport number from the MSU Study Abroad online portal.
- Contact the U.S. Embassy, or appropriate embassy, in your area and collect the contact information (name, title, phone number) of the contact person (your nearest U.S. Embassy can assist contacting local authorities and help quickly check local hospitals, police stations and morgues).
- When appropriate, notify local missing persons officials and collect the information on what is the agency and case number assigned.
- Contact the U.S. State Department to initiate a Welfare and Whereabouts check at +1 (888) 407-4747 or <http://travel.state.gov/content/passports/english/emergencies/missing.html>.
- Contact OIP to report the incident.

## 7.13 Death of Student

In the event of a fatality, legal authorization (usually the local authorities) must be granted before moving a body. Photographs for documentation should be arranged before the body is moved. The Group Leader, if at all possible, must make a positive identification of the body and should notify OIP immediately. Contact with the next of kin directly is handled solely by MSU and should not be facilitated by the Group Leader. OIP can assist in making on-site arrangements with the Embassy and insurance provider for repatriation.

Group Leaders will support other students through the incident. OIP will connect with MSU counseling personnel to assist with counseling services and continuation of the program will be discussed with OIP depending on the circumstances surrounding participant death. In a major crisis, OIP will send an MSU counselor or director to the site of the emergency.

**Family Notification: DO NOT contact the family** Concerning death on a study abroad program, the Dean of Students and Dean for International Programs will confer before any action for family notification is taken. Notification procedures should be facilitated by the Dean of Students, following standard guidelines, to make initial contact with families. OIP will facilitate follow-up calls or visits to provide details of the incident. University administration may also contact the family to offer additional information support.



## Sample Checklist for Death of a Student

- Contact the nearest U.S. Embassy, or student's home embassy, immediately. They should be able to assist with contacting appropriate local authorities.
- Contact the local police immediately; local authorities will run investigation and issue necessary documents.
- Wait for legal authorization (usually the local authorities) before moving the body.
- Arrange for photographs before the body is moved.
- If at all possible, make a positive identification of the body.
- Notify OIP immediately. The Dean of Students and the Associate Provost of International Programs will confer before any action for family notification is taken. **Do not** contact the family directly; all communications should be handled through the university communications.
- Work with OIP to make the on-site arrangements with the local U.S. Embassy or Consulate and insurance provider for repatriation procedures.
- Contact MSU counseling personnel through OIP for supporting other students over the telephone if needed.
- Explore the possibility of utilizing local trauma counselors if necessary.

### 7.14 Hostage situation

Questions for assessment (same as Missing Student and Political and natural/man-made disaster, but include):

- Has the U.S. Embassy there been notified?
- What is the U.S. Embassy's response and advice?
- Who is the contact person at the U.S. Embassy (name, title and phone)?
- Who is the contact person at the U.S. State Department in Washington D.C. (name, title and phone)?
- Have the kidnappers made contact?
- Have the kidnappers identified themselves?
- Who are they and what do they want?
- Is negotiation support available onsite?

### 7.15 Living Space

Students should consider the following precautions for their living space areas:

- Don't bring strangers to your housing facilities.
- Lock your doors all the time.
- Speak with roommates regarding social or personal issues.
- Notify the group if safety concerns arise about accommodations.
- Don't give an address to an unknown party.
- Be sure to familiarize yourself with the fire exits.

## Appendix A: Emergency Contact Information and Campus Resources

The following are some campus resources that faculty might find useful in the event of an emergency or other problem while abroad. Please contact the Office of International Programs first to coordinate efforts.

Office of International Programs  
183 Strand Union Building  
(SUB)  
Bozeman, MT 59717

Emergency 24/7 Number:	001 (406) 994-2121	(MSU Campus Police)
OIP Main Number:	001 (406) 994-4031	<a href="mailto:international@montana.edu">international@montana.edu</a>
Study Abroad Number:	001 (406) 994-7151	<a href="mailto:studyabroad@montana.edu">studyabroad@montana.edu</a>
SU Dean of Students:	001 (406) 994-2826	<a href="mailto:deanofstudents@montana.edu">deanofstudents@montana.edu</a>
MSU Legal Counsel:	001 (406) 994-4570	<a href="mailto:Kellie.peterson@montana.edu">Kellie.peterson@montana.edu</a>
MSU Counseling Services:	001 (406) 994-4531	<a href="https://www.montana.edu/counseling/">https://www.montana.edu/counseling/</a>
MSU Voice Center:	001 (406) 994-7069	~ 24 HR ~ Confidential Support <a href="mailto:msuvoice@gmail.com">msuvoice@gmail.com</a>
MSU Title IX Coordinator:	001 (406) 994-2042	<a href="mailto:oie@montana.edu">oie@montana.edu</a>
MSU Student Health Center: (Non-emergency)	001 (406) 994-7287	<a href="mailto:cebelke@montana.edu">cebelke@montana.edu</a> International Travel Health & Safety

## Appendix B: Additional Resources

---

- Center for Disease Control (CDC): <https://www.cdc.gov/>
- Center for Disease Control -Traveler’s Health: <http://wwwnc.cdc.gov/travel>
- U.S. Department of State - Traveler’s Checklist: <http://travel.state.gov/content/passports/english/go.html>
- U.S. Department of State - Country Information:  
<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
- U.S. Department of State - Emergencies Abroad:  
<https://travel.state.gov/content/travel/en/international-travel/emergencies.html>
- U.S. Department of State - Students Abroad:  
<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/students.html>
- U.S. Department of State - STEP: <https://step.state.gov/step/>



# Appendix C: MSU International Incident Report

## Incident Information Report for Study Abroad Participants

Qualifying events include allegations of injury, illness, criminal activity (student is a victim of crime), damage to property or any other unusual event that occurs while participating in a university sponsored program. Please submit this form to the Office of International Programs immediately for follow-up and assessment.

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Report Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Reporting Person: \_\_\_\_\_  
Location of Incident: \_\_\_\_\_ Type of incident: \_\_\_\_\_

Specific area where incident occurred:  
\_\_\_\_\_

Cause of incident:  
\_\_\_\_\_

Program Name: \_\_\_\_\_

Did the incident occur while transporting to/from an activity? \_\_\_\_\_

Comments:  
\_\_\_\_\_

### INDIVIDUALS INVOLVED (Duplicate if Needed)

Name: \_\_\_\_\_

Last First Middle

Address: \_\_\_\_\_

Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Type of Injury:

Injured body part:

Was medical treatment given at the scene?    Y    N    Type:

Medical disposition (transported to hospital, etc.):

PROPERTY DAMAGE (If applicable) Property Type:  
Description of damage:

Please submit this completed form to Office of International Programs immediately after the incident. If the incident involves faculty or staff, please complete the Safety and Risk Management Report of Incident form.

Submit to:

International Programs  
Montana State University  
**ATTN: International Travel  
Compliance**  
[international@montana.edu](mailto:international@montana.edu)  
P: +1 (406) 994-7512  
F: +1 (406) 994-1619

