

STEP 1: Call UMW Department of Public Safety (they will contact CIE Staff)

From US: 540-654-1025

From International Phone: +011 540 654 1025

ON GOING: Document Incident

- Take notes (Who? What? Where? How? etc.)
- Complete CIE Incident Report
- Keep receipts, doctor's information, etc.

STEP 2: Determine Incident Type

STEP 3: Follow Appropriate Actions Outline by Type

ASSAULT

1. Do NOT leave participant alone
2. Seek medical attention as necessary
3. Contact [US Embassy](#)
4. If available, contact host partner/program
5. Contact local police
6. Contact [UMW Title IX](#): (540) 654-1166 (sexual assault)

MENTAL HEALTH CRISIS

1. Do NOT leave participant alone
2. Seek medical attention and/or professional counseling services
3. Consult medical information form (to determine medications, if any)
4. If available, contact host partner/program

SERIOUS INJURY/ILLNESS/ACCIDENT

1. Seek medical attention with/for participant
2. Contact iNext Insurance (if applicable) and/or host partner/program
3. Consult medical information form

NATURAL/POLITICAL DISASTER

1. Locate all participants, gather at pre-determined muster station
2. Contact [US Embassy](#)
3. Contact iNext Insurance (if applicable) and/or host partner/program
4. Await further instruction

STEP 4: Maintain Communication with CIE

Phone (M-F 9am-5pm): 540-654-1434 | Email: cie@umw.edu

STEP 5: Contact Participant's Emergency Contacts