Traveling credit workshop/program/event, emergency or crisis reporting and procedures.

- Workshop director contacts university police (24/7 access)
  - Telephone: 513-529-2222
  - Fax: 513-529-8117
  - E-mail: dispatch@muohio.edu
- Miami University police contact Cheryl Young or designee
  - Summer 2010 designated liaison: Cheryl Young, Director, Lifelong Learning
    - Lifelong Learning telephone: 513-529-8600 or 529-8607
    - Young mobile: 513-461-2264
    - Young home: 513-523-7032
    - Young e-mail: youngcd@muohio.edu
- LLL/designee contact summer incident team, as necessary
  - Additional contacts
    - Department chair
    - Division dean
    - Others as requested by workshop director
    - Others as determined by type of situation
      - University Institutional Response Team
      - Student Counseling Center

Expectations of workshop director during event, incident/emergency, crisis
- Ask questions and assess situation(s).
- Secure students. Ensure that all uninvolved students are located and safe.
- Communicate back to campus at earliest opportunity,
- Document incident (even as university designee is documenting on campus)

What to expect when you communicate back to campus
- Direction, advice, and review of actions, as needed.
- Logistical/informational coordination
- Support
  - Communication plan (internal, external, family, media)
  - Judicial affairs
  - Medical and/or psychological plan
  - Other support as needed

Information to be prepared to relay when contacting University Policy/LLL/designee
- Your name
- How to contact you
- Name of the program/workshop
- Current location of the program
- Specific nature of the incident
  - Type
  - Severity (in continuum of event, emergency, crisis)
Current status
Who is involved
  - Names
  - ID numbers and home addresses (to eliminate potential for confusion)

What are the facts?
  - Do not speculate, stick to known facts.
  - As complete as possible
  - Condition
  - How you feel in relation to the situation
  - Interpersonal context, reactions of others.
  - Any interventions that have taken place.
  - Can the student continue? Should the student continue?
  - Who is staying with the student?
  - What information is there about prior history, home situation, etc?

Who knows what is happening and who else needs to know?

How do you know this information?
  - First-hand knowledge?
  - Official reports? Written reports?
  - Direct witness?
    - Rumor, speculation, or other indirect means?

From your perspective, who are the key people on this end who need to be kept informed?

Any special request from the individual(s) in crisis? Notifications? Communications?

What are the immediate plans?

What support do you require from Miami?

How and when to next contact you or expect contact?

When and how do you plan to keep Miami informed?

Examples of incidents to report (real or perceived)
  - Death
  - Crime
  - Missing person
  - Medical, serious injury, illness, or imminent peril
  - Psychological situations
  - Student disciplinary action
  - Legal involvement
  - Natural disaster
  - Health incidents (epidemics, contaminant)
  - Terrorism/Kidnapping
  - Political turmoil

NOTE:
It is better to err on the side of caution, i.e.; it is better to seek assistance or contact Miami University sooner rather than later or collect and provide too much rather than too little information.