



Originally Issued: November 19, 2021

STUDENT TRAVEL INCIDENT PROCEDURES

THEFT OR PROPERTY DAMAGE

- Notify local Authorities
- Complete *Athens State University Incident Report*

ARRESTS

- Notify Athens State University
- Complete Athens State University Incident Report

MISSING PARTICIPANT

- Notify Athens State University and local authorities
- Complete Athens State University Incident Report

MEDICAL EMERGENCIES - ACCIDENTS

- Complete Athens State University Incident Report
- Provide assistance as necessary and do not leave unattended
- If necessary, arrange for notification of emergency contact

NATURAL DISASTER –CIVIL EMERGENCY

- Notify Athens State University
- Follow guidance of local authorities or program partner procedures

ALCOHOL – DRUG VIOLATIONS

- Complete *Athens State University Incident Report* and possibly address with [Student Code of Conduct and Discipline](#)
- Remember, no state funds for purchase of alcohol

SEXUAL ASSAULT-SEXUAL HARASSMENT

- Complete Athens State University Incident Report
- If assault, encourage reporting to local authorities and assist with this process



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- If Athens State University participant is accused of assault, harassment or discrimination, refer to policy for options for formal complaint and investigation [*Sexual Misconduct Policy and Procedures*](#)