INTERNATIONAL INCIDENT INTAKE FORM

- **Is the caller safe?** Verify first that the caller is in a safe place.
- **If the caller is in immediate danger**, s/he should immediately call the equivalent of 911 in their location (if applicable), and if enrolled in a program or experience that includes on-site services such as an accompanying NU faculty or staff member; an NU-contracted, local resident director, a third-party provider or host institution, then relevant local resource.

**GeoBlue, Northwestern’s international health insurance provider, should be notified of any medical emergency abroad: (610) 254-8771**

**Date:** ______________________  **Time:** ______________________

**Caller Name:** ________________________________________________________________
  
  **First Name**  
  **Last Name**

**NU Affiliation (circle):** Undergraduate student/graduate student/NU faculty-staff/resident director or provider/ parent/spouse/other

**Current Location:** _____________________________________________________________

**City & Country:** ______________________________________________________________

_Because the quality of calls from abroad can be poor, it’s important to have the caller spell out his/her city or state (This can eliminate confusing Dakar with Qatar, for example)._ 

**Purpose of Travel:**

**NU Program Unit Sponsor** (if known) (e.g. Study Abroad Office, International Program Development, Buffet Center, Provost’s Office-Research, Class Trip, Service Learning/Registered Student Organization, Kellogg Business School, Feinberg Medical School, etc.):
Phone Number: ________________________________

<table>
<thead>
<tr>
<th>Country Code &amp; City/Area Code</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Doha): 011-974-5555-5555</td>
<td>(Cape Town): 011-27-21-555-5555</td>
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Examples of correctly formatted numbers from abroad:

Need more help? See http://www.howtocallabroad.com/

How long can the caller be reached at this number? _____________________________________________

Current time at caller’s location? _____________________________________________________________

Reason for call / nature of incident:

Has the caller contacted or informed:

☐ On-site program director or staff?
☐ Parent/Guardian
☐ Emergency services (e.g., 911) in their location
☐ Other NU representative(s): ________________________________________________________________
☐ Other: ________________________________________________________________________________

Record any action taken by first responder:

Additional parties already involved or notified (such as GeoBlue) [include any relevant case numbers]:

The information collected can either be summarized in a phone call to the Office of Global Safety and Security, depending on the severity of the incident. For non-emergency situations, the document can be scanned and emailed to globalsafety@northwestern.edu.