

Handling Emergencies – Overview: Individual Incident – Crime Abroad

(order of actions may change depending on situation)

- Locate the student
- Involve AU Administration (OIE --- 334-524-4921--- they will contact the AU Emergency Management Team and the US consulate (or non-US faculty or staff involved – call appropriate consulate) immediately in the following emergencies:
 - Faculty, student arrested
 - Release dependent upon payment of funds
 - Faculty, student charged with sexual harassment
- Call MEDEX/Global if local legal representation and bondsman required. Individual is responsible for fees.
- Contact OIE-AUAB, they can muster other AU resources for you.
- The law of the land may be very different than US law, access to the student may be severely limited, or denied.
- Discuss the situation ONLY with appropriate individuals, as determined per consultation with AU administration.
- If individual is 19 or over, ask permission to contact parents or next of kin BEFORE you do it.
- Give only facts – do not make judgment statements about guilt or innocence.
- Fill in INCIDENT REPORT (ATTACHED) early in this process. It may very important to the individual's case.
- Get any legal documents translated into English.
- If allowed, visit the individual often and try to comfort him/her.
- OIE-AUAB and AU resources will contact you by cell phone or email.
- Act with caution, do not act alone – consult with AU prior to any actions.
- This will be a stressful time, and you need to be at your best. It is appropriate to take care of yourself and any other staff or students assisting with this emergency by insuring that everyone gets as much rest and nourishment as they can.