Incident Response Log

Should an emergency arise involving University of South Carolina students, faculty and/or staff, all action taken abroad and on the USC campus must be recorded as specifically and accurately as possible. Be sure to include names of persons spoken to, dates, and times of conversations, and all subsequent actions taken and by whom. This information should then be communicated immediately to: **International Programs – Study Abroad Office**

Patricia Willer  
Assistant Vice Provost, International Programs  
803-777-7461  
pwiller@sc.edu  
Fax: 803-777-0462

Jennifer Engel  
Director, Study Abroad  
803-777-7557  
jengel@mailbox.sc.edu  
Fax: 803-777-7559

---

Names of those involved:

When incident took place: ______________________________________________________

Where incident took place: ______________________________________________________

Description of incident:

Date: _______________  Time: ____________  Spoke with: ____________________________
Action Taken:

Date: _______________  Time: ____________  Spoke with: ____________________________
Action Taken:

Date: _______________  Time: ____________  Spoke with: ____________________________
Action Taken:

rev. 4-22-08