

University Risk Response: Supporting Units and Reporting Requirements

In order to effectively respond to risks as they arise, Faculty Program Directors need to be aware of the units involved in risk response, and their roles. In this module you will:

- Identify the units involved in risk response
- Understand the roles the responding units play
- Understand your reporting requirements

INTRODUCTION

Units Involved in Risk Response

PRIMARY RESPONSE UNITS

Primary Response Units

OTHER UNC UNITS

Equal Opportunity and Compliance (EOC)

Office of the Dean of Students - Critical Incident Response Team (CIRT)

 **Summary**

 **Quiz**



Units Involved in Risk Response



Campus Partners for Risk Response

- 1 Study Abroad Office
- 2 Global Programs Offices in Schools and Units
- 3 Office of the Vice Provost for Global Affairs
- 4 Office of University Counsel
- 5 Other campus partner units:
 - Equal Opportunity and Compliance Office
 - Critical Incident Response Team (CIRT) - UNC Dean of Students

Primary Response Units



Study Abroad Office

Programs administered by the Study Abroad Office are assigned a **Program Director (PD), your main point of contact** with the SAO. The PDs work with you as the Faculty Program Director (FPD) on all aspects of the program, including program development and budgeting, program marketing, student recruitment and selection, as well as **on-site emergency support.**

Regardless of sponsoring School or College, your program will be supported during emergencies by staff from the Study Abroad Office (SAO).

SAO Contacts

- Jason Kinnear, Associate Dean of Study Abroad and Exchanges

- Christine Trinidad, Senior Director of Programs and Advising
- Program Directors:
 - Ben Briggs - Oceania, the UK and Ireland
 - Ken Nesbett - Africa, Asia, Canada and domestic programs
 - Robert Noffsinger - Latin America, Portugal, Spain, France and the Caribbean
 - Erin Villeneuve - Scandinavia, Continental Europe (except Portugal, Spain, and France), and the Middle East
- Honors Carolina:
 - Gina Difino



CONTINUE

Global Program Offices in Schools and Units

For programs administered outside of the Study Abroad Office, your Program Administrator will also be a primary contact for support while abroad.

Global Program Office Contacts

- Adams School of Dentistry: Ron Strauss, PhD, DMD
- Eshelman School of Pharmacy: Stephen Eckel, PhD | Sarah Merritt
- Gillings School of Global Public Health: Suzanne Maman, PhD | Naya Villareal, MPH
- Hussman School of Journalism and Media: Liana Pinner
- Kenan Flagler Business School: Valerie Slate (MBA) | Ben Hershey (Undergraduate Business Programs)
- School of Information and Library Science: Kaitlyn Marlowe
- School of Law: Rebecca Howell
- School of Medicine: Martha Carlough, MD, MPH | SOM Department of Health Sciences: Lisa Dombay

- School of Nursing: Ashley Leak Bryant, PhD

CONTINUE

Office of the Vice Provost for Global Affairs

Together with the Study Abroad Office, the Office of the Vice Provost for Global Affairs (OVPGA) **evaluates, reduces, and manages risks associated with student international travel**. The Vice Provost for Global Affairs has **delegated authority to approve study abroad programs**. The Associate Director for Global Travel is consulted for higher-risk destinations, and will **help coordinate campus-based support in the event of emergencies abroad**.

OVPGA Contacts

- Barbara Stephenson, PhD, Vice Provost for Global Affairs
- Kim Priebe, Associate Director for Global Travel

CONTINUE

Office of University Counsel

The Office of University Counsel (OUC) supports Study Abroad by providing **advice on potential legal matters that may arise**, as well as reviewing partner agreements and student legal contracts.

OUC Contact

- Sarah Schtakleff Ball, Associate University Counsel

Equal Opportunity and Compliance (EOC)

The Equal Opportunity and Compliance Office (EOC) fosters Carolina's commitment to a safe, equitable, and welcoming campus for all — one that is free from discrimination and harassment on the basis of any of the following protected statuses and related forms of misconduct.

EOC

EOC is UNC-Chapel Hill's central office for addressing issues related to discrimination and harassment, including sexual and gender-based violence, as well as compliance with relevant education and employment laws and regulations.

EOC offers numerous training programs, which you are *encouraged* to take, including but not limited to:

Accommodations at UNC • Americans with Disabilities Act • BEST Training • Empowering Carolina • Equal Employment Opportunity and Diversity Fundamentals Training • HAVEN (Helping Advocates for Violence Ending Now) • Policy 101 • Preventing Employment Discrimination • Preventing Harassment and Discrimination • Preventing Unlawful Harassment in the Workplace • Sexual Assault Prevention

Visit eoc.unc.edu for more information and a full list of trainings available.

CONTINUE

Responsible Employees

Any faculty or staff member who accompanies students abroad or is a local contact for students abroad is designated as a **Campus Security Authority (CSA)** and **Responsible Employee (RE)** for the duration of the study abroad program.

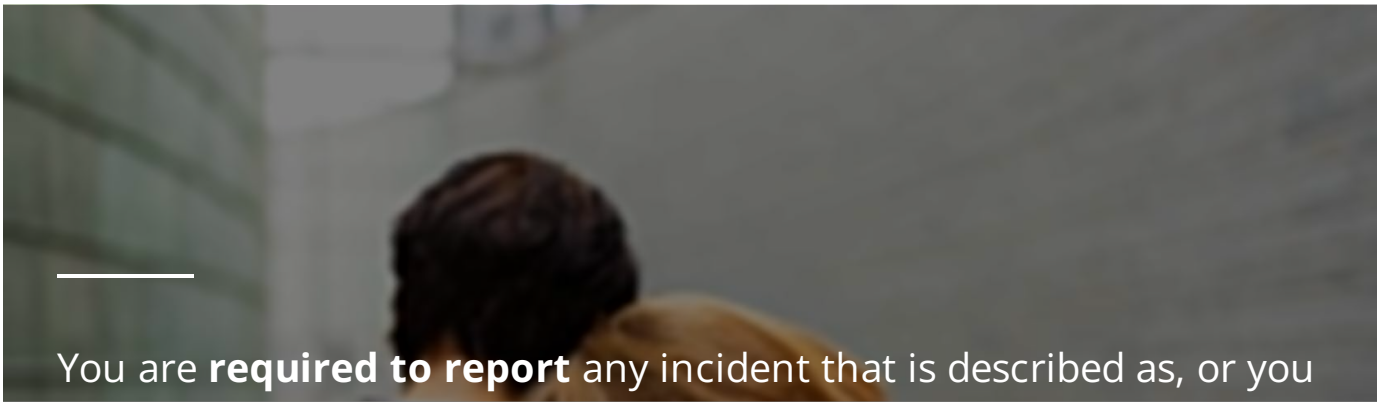
A Responsible Employee has significant responsibility for the welfare of students or employees...

and is defined as a university employee who:


- has the authority to redress sexual misconduct
- who has the duty to report incidents of sexual misconduct or other student misconduct
- or whom a student could reasonably believe has this authority or duty

CONTINUE

Reporting Incidents



You are **required to report** any incident that is described as, or you suspect may be, discrimination or harassment, as well as crimes.



The incident may involve:

- any protected status under the [University Policy Statement on Non-Discrimination](#) (i.e., age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status)
- sexual and interpersonal violence
- sexual exploitation
- stalking, complicity, and retaliation

Additionally, a Campus Security Authority has responsibility for reporting certain crimes, as defined in the Clery Act, a Federal Regulation.

The Clery Act requires the reporting of incidents on campus or university facilities. For Study Abroad “campus” would be any place that is contracted by UNC for your course – housing, classroom space, private group transport, etc. Public spaces that you use do not count (i.e. the metro or city bus, city plaza, museum, etc.).

Responsible Employee Training

Program leaders are **required to complete the CSA and Responsible Employee training in Sakai prior to the program’s start date** and are strongly encouraged to do so before the in-person component of the Program Director training. If you have not completed the RE training, or have questions, please contact the EOC <eoc@unc.edu>.

More information about the duties of being a Responsible Employee and reporting process will be discussed in Section 8: Defining types of incidents and how to respond.

CONTINUE

Office of the Dean of Students - Critical Incident Response Team (CIRT)



The Critical Incident Response Team (CIRT) exists to **respond to critical incidents** or occasions where UNC students may be involved in or impacted by an emergency or crisis – both domestically and abroad.

The Office of the Dean of Students (ODOS) and Student Affairs coordinate the CIRT. The team is comprised of experienced staff members from several units across campus, including ODOS, Student Wellness, Office of Student Conduct, and Off-Campus Student Life and Community Involvement.

These professional staff members can be reached **24 hours a day, year-round** (including University holidays and closures) to triage and respond to your incident abroad. CIRT is able to provide relevant resources and connect you to other supporting units.

SAO and KFBS Communicate with CIRT

After a faculty leader notifies the Study Abroad Office or Kenan-Flagler Global Programs staff of a situation abroad, they will connect with the CIRT on-call team member for assistance if a student becomes involved in any of the following types of incidents:

- Assault (sexual violence, serious physical assault, battery, etc.) against a student
- Mental health crisis, including suicide – attempted or completed
- Arrest of a student for major charges, especially felony level (not including charges/citations related to motor vehicle/moving violations, underage or public consumption of alcohol, non-custodial citations, other misdemeanors, etc.)
- Alcohol and/or other drug overdose when, during the encounter, the student is found to be under the age of 18, semi/unconscious, not breathing or if, as a result, the program may experience a significant adverse disruption or impact
- Critical and/or life-threatening medical transport
- Missing student
- Death of a student
- A student incident or event that may bring a heightened level of public attention (e.g. media coverage, social media, high profile student involvement) to the University

Summary

Incidents will happen when leading a student group abroad. Remember that you are not alone, and that the Study Abroad Office is available to support you, as is the broader campus community!

As a result of this module, you:

- 1 Can identify the units involved in risk response
- 2 Understand the roles the responding units play
- 3 Understand your reporting requirements

[CONTINUE](#)

Lesson 6 of 7

Quiz

 Abroad UNC

Question

01/04

The following office has delegated authority from the provost to approve study abroad programs for risk management purposes.

- Study Abroad Office
- Global programs offices in other Schools/Colleges
- Office of the Vice Provost for Global Affairs

Question

02/04

In order to effectively respond to risks as they arise, Faculty Program Directors need to:

- be able to identify the campus units involved in risk response
- understand the roles the responding units play
- understand their own roles in responding to an incident
- understand their reporting requirements
- all of the above
- none of the above

Question

03/04

As a Responsible Employee, I will have responsibility to:

- discipline a student suspected of sexual misconduct
- report incidents of sexual misconduct or other student misconduct to the Equal Opportunity and Compliance Office (EOC)
- investigate crimes reported to me
- all of the above
- none of the above

Question

04/04

After I complete this health & safety training and once I am abroad with my program, I am expected to manage incidents and emergencies alone.

- True
- False
- I don't know



Thank you for completing this module. Please close this window to go to the next module.