Template: Hate Bias Incidents

- Assess the situation,
- Take all involved to the Camp/Program Office
- Contact a Director or on duty supervisor
- Document; using an incident report, conversations between all involved. (if an individual was from another residence hall, another camp, or other persons, collect as much information as possible)
- Alert the necessary staff to the situation; Faculty, Staff, Director, Assistant Directors, Conference Coordinator, and counselors

Next 10 Minutes-or close thereafter, notify the following people of the incident and how it was resolved or managed:

1. Program or Camp Director, Assistant Director, and Staff are immediately alerted
2. University of Michigan Division of Public Safety and Security (UM-DPSS) is called by a Director, UM-DPSS calls parents and advises the camp personnel in charge
3. The Conference Services contact will alert the Director of Conference Services who will then alert anyone needed to be apprised of the incident; Risk Management, Communication Officer, and Associate Director of Housing