

**BIAS-RELATED INCIDENT REPORT**

DIRECTIONS: Describe the incident thoroughly and in sufficient detail. This report can be submitted electronically by typing on the form and e-mailing it to [bias-response@wells.edu](mailto:bias-response@wells.edu) or you can hand write/type the form and campus mail it to the "Bias Incident Response Team" mailbox in the Mail Room (Main Building). This report form will soon be available to submit directly on the Globe website; more information will be available soon. If appropriate, please provide full names of individuals involved. An electronic copy of this form can be downloaded on the "Campus Safety Department" section of the Wells Globe (under the *Students* tab) and on the "Faculty and Staff" section of the Globe. Hard copies can be found outside the Office of Human Resources (Macmillan Hall), the Resident Advisor Office (Main Building), and the Collegiate Cabinet Office (Main Building).

Copies of this report will be provided to the Bias Incident Response Team members, College officials and the individuals(s) named in this report as necessary.

Your Name (optional): \_\_\_\_\_

E-mail Address (optional): \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Day \_\_\_\_\_ Time: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name of Individual(s) Involved	Please Identify Individuals: Student, Staff, Faculty, Guest, Other
<i>EXAMPLE: Jane Smith</i>	<i>Student</i>

**Documentation of incident specifics:**

*This Report will be sent to the Bias Incident Response Team (BIRT).  
If you included your name and e-mail address, a member of BIRT will follow up with you.*