Bias Incident Response Team (BIRT)

Protocol for Responding to Reported Incidents



Incident occurs and the reporter (e.g., victim, witness, third party) submits online Bias Incident Report.

If the reporter and/or victim(s) identifies themselves, the BIRT Chair or a designated member of the BIRT will contact them by the end of the next business day.

If the parties (e.g., reporter, victim, alleged) involved in the incident are not identified the data will be observed for emerging patterns of bias activity.

Depending on the wishes of the victim (if identified), the next steps will be determined by the BIRT Chair in consultation with the Team.

A member(s) of the BIRT will support the victim(s) and oversee the response process while keeping the victim(s) immediate needs at the forefront: the need to feel safe, the need to be heard, and the need to know what happens next.

If the alleged is known and is a student, they will be sent a meeting request with the BIRT Chair or designated member of BIRT. If the alleged is known and is a faculty or staff person their immediate supervisor will be communicated with to determine next steps. The BIRT Chair may consult with a higher-level supervisor as needed.

Key stakeholders may be contacted to assist with the coordinated campus response to the bias incident.

In some cases, the campus community may be notified of the incident.

As deemed necessary, the BIRT will help shape educational trainings and programming to address bias and intolerance.

The BIRT Chair will compile information from each incident that will be kept on file using the Maxient database system. The BIRT Chair will provide an end of the year report that will include a summary of themes and the number of incidents reported that year, this report will be published on the BIRT website, and the link will be distributed through daily campus email each Fall semester.

This report will be utilized in administration of education and prevention initiatives.

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https://www.uwstout.edu/lifestout/student-services/dean-students/biasincident-reporting



Incident Report

https://cm.maxient.com/reportingform.
php?UnivofWisconsinStout&layout id=3

