Utah Valley University
Reported Bias Incident Response Protocol

Report → **Evaluate** → **Respond** → **Assess**

Report

Bias incident report form submitted

Bias incident report referred to BEST

Evaluate

BEST Chair/designee
- Evaluates for immediate action, safety, support needs
- Creates case in Maxient
- Acknowledges, sends resources to reporting party

Student/Student Organization/Faculty/Staff
- Assess care needs, conducts outreach, and refers to university partners, as appropriate.

Community member
- Conducts outreach as appropriate.

BEST Chair discusses incidents at weekly meeting, assigns Liaison(s) who:
- Provides follow up resources to reporting parties
- Gathers additional information
- Discusses potential responses
- Determines capacity for collaboration in response

Respond

BEST develops response or coordinates development of response in collaboration with impacted parties (if appropriate), university partner(s), content experts

Chair/designee and Liaison(s) tracks updates and progress and enters into Maxient

Chair/designee summarizes response summary and closes incident in Maxient

Chair/designee or Liaison(s) conducts follow up outreach, if appropriate

Assess

Chair/designee evaluates incidents for trends, needs, etc.

BEST develops regular report to provide data and information on reported incidents, trends, and responses