CSU, Chico Faculty-Led Program & Trip
Incident Assessment Form

The content of the Incident Assessment Form is provided here for your reference.

Assess the Situation

1. Is the situation a(n):

☐ Death
☐ Injury/Accident/Serious illness
☐ Mental Health Issue
☐ Assault/Sexual Assault
☐ Missing/Kidnapped
☐ Arrest/Incarceration
☐ Hostage
☐ Political Unrest
☐ Natural/Manmade Disaster
☐ Personal (finances, family emergencies/death, lost wallet/passport, etc.)
☐ Other:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
2. Is the situation:
   □ Specific to a participant in the program
   □ Specific to a group of participants in the program
   □ City/Regional
   □ Country
   □ Other: ______________________________

3. Is/are the student(s) still in imminent risk or danger?
   No □ Yes □
   If yes, take action to remove her/him from risk, if possible.

4. What is your proximity to the incident and the student(s) involved?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

5. What is the current physical/psychological condition of the student(s)? Do you and/or the student(s) have access to food, shelter, water, medical resources, etc.?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

6. Briefly describe the incident/situation.
   __________________________________________________________
   __________________________________________________________
7. What actions have you or others taken so far?

8. Do the actions that have been taken thus far require follow-up information or action?
   No □ Yes □ If yes, identify information or actions required and an appropriate timeline.

9. On-Site Communication, if Relevant
   N/A Yes No
   □ □ □ Have the local police been notified?
   □ □ □ Has the on-site coordinator (if applicable) been notified? Has the host family (if applicable) been notified?
   □ □ □ Has the U.S. Embassy been notified?

10. To what type of program does the participant(s) belong? What CSU, Chico department manages the program/trip?
    □ Office of International Education
        (CSU, Chico Study Abroad, program provider, etc.)
    □ Center for Regional & Continuing Education
        (Credit-Bearing Faculty-Led Programs)
    □ Academic Department/College
        Alternative Spring Break, embedded field trip, faculty-led trips, conference attendance, internships managed by department, etc.)
    □ Independent Travelers (Research, faculty/staff travel, internships not managed by CSU, Chico, etc.)

11. Given the questions provided, do you have enough information to report this situation to CSU, Chico?
    No □ Yes □