

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):

- 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

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have the local police been notified? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has the on-site coordinator (if applicable) been notified? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has the host family (if applicable) been notified? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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