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

□ □ □ 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 □