

Appendix 1: LCSC Study Away Program Incident Report

Security or other first contact will take this information over the phone and forward the report to the International Programs Director for follow up. If the Director is unavailable, continue to Appendix 2.

Date of Report:

Participant Name (s):

LCSC ID(s)

Date and Time of Incident

Location of Incident:

Name and Contact Information of Reporter:

Program Name:

Others Involved:

Please check the appropriate box to indicate the nature of the incident:

- | | | |
|---|---|--|
| <input type="checkbox"/> Alcohol/Drugs | <input type="checkbox"/> Arrest of a participant | <input type="checkbox"/> Other, please specify |
| <input type="checkbox"/> Injury/Illness | <input type="checkbox"/> Assault of a participant | |
| <input type="checkbox"/> Theft | | |

Describe the incident. Be as specific as possible, including all details. Use additional sheets if necessary.

Inform the person reporting the incident that the Director of International Programs or another responsible party will be following up with either the program leader or the parties involved in the incident.

Appendix 2: Secondary Incident Report Questions

Contacts in country and on the LCSC campus should make a careful, chronological sequence of events (in writing) leading up to, during, and after the crisis.

The following checklist should be used during conversations. Complete all questions and enter NA if not applicable to the current situation. In addition to these questions, see the following:

Event	Page	Event	Page
Serious accident or illness	12	Arrests	16
Death of student or faculty	13	Political Emergency or Natural Disaster,	17
Assault or Rape	14	Hostage Situation	17
Missing Person	15		

1. What event took place? Request a chronological statement of what happened from each person who was involved in or who witnessed the event.
2. What is the current physical and psychological condition of the affected participant(s) and leaders?
3. Is the LEADER in close touch now with the affected participant(s) and faculty?
4. What is the proximity of the event to all program participant(s) and faculty?
5. What is the imminent risk to participants and faculty if they remain where they are?
6. Are all program participants/faculty, whether directly involved or not, aware of the emergency?
7. How are they responding?
8. Are adequate food, water and medical attention available?
9. Is adequate and secure housing available? How long will this housing be available? What other appropriate housing options available as a backup, if needed?

10. Is safe transportation available locally and internationally (land and air)?
11. Should students/faculty be evacuated?
12. Have you confirmed the list of participants and staff?
13. Have you prepared information for notification of families? When, where, how and by whom?
14. Who will be the spokesperson to the media?
15. What information may and should be dispersed to the media?