Incident Report Form

Should an emergency arise involving University of South Carolina students, faculty and/or staff, gather the following information and record it as completely and accurately as possible on this form. This information should be communicated immediately to: **International Programs – Study Abroad Office**

Patricia Willer  
Assistant Vice Provost, International Programs  
803-777-7461  
pwiller@sc.edu  
Fax: 803-777-0462

Jennifer Engel  
Director, Study Abroad  
803-777-7557  
jengel@mailbox.sc.edu  
Fax: 803-777-7559

Name(s) of individual(s) involved:

When incident took place:

Where incident took place:

Description of incident:

The current and precise location and telephone numbers of participant(s):

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Resident Director/Program Leader in close contact with participant(s)?</td>
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<tr>
<td>Does the nature of the incident necessitate medical attention?</td>
<td></td>
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<tr>
<td>Is there imminent risk to participant(s) if he/she remains where he/she is?</td>
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<tr>
<td>Are food, water, and adequate medical attention available?</td>
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<td>Is there adequate and secure housing available?</td>
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What is the physical and psychological condition of the participant(s)?

**Medical Emergency**
What is the precise nature of medical treatment that the participant(s) has received/is receiving?

What are the names, addresses, telephone, and fax numbers of the attending physician(s), clinic(s) and/or other health professionals involved?

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Is medical evacuation a viable and desirable option?</td>
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If the participant(s) has been injured, assaulted, or raped, list the precise details of the accident or attack, the on-site response and subsequent follow up to the emergency.

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Political Emergency
What is the proximity of the event to the participant(s)?

Who/what is the target of the unrest?

What kind of military or other security personnel are present and how are they behaving?

Is there a curfew, or is travel in the country being restricted in any way?  
Yes  No
Explain.

Has the U.S. Embassy advised individuals to take appropriate action?  
Yes  No
Describe.

Disaster Emergency
What is the proximity of the event to the participant(s)?

Has the U.S. Embassy advised individuals to take appropriate action?  
Yes  No
Describe.

Legal Emergency
If a student(s) has been taken hostage, what negotiation support is available?

If a student(s) has been arrested, has the US Embassy been notified?  What charges have been filed?

If a participant(s) is missing, for how long?  Are search and rescue operations available or already in use?

Based on these facts and other relevant information, make an initial determination as to whether this emergency is:

☐ Real: There IS a significant risk to the health, safety and security of program participants and/or overseas staff.

☐ Perceived: There is NO significant risk to the health, safety and security of program participants and/or overseas staff.

rev. 4-22-08