

Response Checklist – Incident-Specific Questions:

1) Serious Illness

Where is the victim or victims?

What medical treatment has the victim received? What has the on-site response been?

Who is the attending physician or health care provider (if any)?

Does the attending physician or health care provider speak English?

How can family member(s) contact the physician or health care provider, and/or hospital? What is the diagnosis?

What is the prescribed treatment? What is the prognosis?

Can the victim be adequately treated at the current location? Has the student's insurance carrier been contacted?

Should the College designated health insurance company be asked to coordinate? At what point?

Are other participants at risk (physical or psychological)? Is airlift a desirable and/or viable action?

What are the likely academic and financial consequences of returning to the U.S.?

2) Serious Injury

Same as SERIOUS ILLNESS above, but include:

What are the details of the accident?

Are rescue operations needed?

Have they been initiated?

Were there witnesses to the accident? If so, obtain signed statement from each witness if possible

3) Psychological or Psychiatric Issues

Same as SERIOUS ILLNESS above, but include:

In what way(s) is the person upset and/or inappropriately behaving?

What has been done on site?

Is the person a danger to self and/or others?

Is there a history of previous counseling/therapy? Where? With whom? Length of time? Diagnosis?

Is the person prescribed medication(s) for emotional difficulties and/or any other medication(s)?

Are the person taking the prescribed medication(s)?

Was there any apparent precipitant for their distress/behavior?

4) Sexual Harassment or Discrimination (Title IX)

Same as serious ILLNESS above, but include:

NOTE: Must be reported immediately to FIT Title IX Coordinator and Dean for International Education, though regulations of the host country regarding confidentiality should be consulted and respected.

Does victim feel physical threat?

What action is necessary to remedy situation? Can situation be remedied on site?

Consult College's Title IX Officer and/or Student Affairs employees.

5) Assault or Rape (Title IX)

Same as SERIOUS ILLNESS above, but include:

NOTE: Must be reported to the FIT Title IX Coordinator and Dean for International Education, while being mindful of confidentiality regulations of the host country

What are the major details of the incident?

Is counseling available? In English?

Should FIT Counseling Services be consulted?

Was student offered the opportunity to report to local law enforcement, being mindful of local laws, obligations and procedures?

Were there witnesses? If so, obtain signed statement from each witness. Does the victim want to return to the U.S.?

Are the victim and the counselor aware of the consequences of notification of law enforcement?

Are students aware of cultural norms surrounding this issue? What supports are in place for students who want to press charges?

Who is the accused person? Is it an FIT student? A local student or resident or other?

6) Other Clery Act Crime (may not involve FIT student)

What are the major details of the incident?

Date and location of the incident

Police report/Case Number (if available)

For Hate Crimes, indicate the type of bias

7) Missing Persons

When and where was the missing person last seen or heard from?

Did the person tell anyone of plans to be absent?

Does anyone know or have an idea about where the person went? How was the person traveling?

Ex. Alone and by train.

If the person left and was expected to return at a specific time, what was the date and time of the expected return?

Are reliable search and rescue operations available on site? Have they been initiated?

Should they be initiated?

What is a description of the student (student (height, weight, eye color, hair color, hair length, gender, race, and other distinguishing factors)?

What is the students' passport number?

Should HTH be asked to coordinate? At what point? Have the local missing person's officials been notified?

What is the agency and case number assigned? Has the U.S. State Department been contacted?

Who is the contact at the State Department (name, title, and phone)?

Has the State Department initiated a Welfare and Whereabouts check? For which countries?

8) Arrests

Has the student been detained?

Has the U.S. Embassy been notified?

What was the Consulate's response and advice? What agency made the arrest?

Have charges been filed? What are the charges? What are the facts?

Were there witnesses? If so, obtain signed statement from each witness.

What are the names, addresses and phone numbers of the arresting authorities? What is the case number?

What rights have been granted?

Is the student entitled to place a phone call? Does an attorney represent the student?

What is the name, address, and phone number of the attorney? When does the university intervene? How?

9) Hostage Situation

Same as MISSING PERSONS above and POLITICAL EMERGENCY below, but include:

Has the U.S. Embassy in the host country been notified?

What is the Embassy's response and advice?

Who is the contact person at the U.S. Embassy (name, title, and telephone)?

Who is the contact person at the State Department in Washington (name, title, and telephone)?

Have the kidnappers made contact?

Have the kidnappers identified themselves?

Who are they and what do they want?

Is negotiation support available on site?

Is there a no-ransom policy established by the institution?

10) Political Emergency or Natural/Man-made Disaster

See SERIOUS INJURY, if needed.

Has the U.S. Embassy advised participants to take appropriate action?

Have all participants been made aware of these precautions, and in writing? Are all participants following these precautions?

Have local authorities imposed a curfew? Is the group in danger?

Are students involved?

Who or what is the target of the unrest?

Are any of the program participants or their travel partners involved?

Has any particular group or organization been threatened?

What kind of military or other security or public safety personnel are present? Are they unusually visible?

How is the military behaving with respect to the civilian population? Is travel in or out of the country being restricted in any way?

Are airlifts planned by the U.S. Embassy?

What forms of transportation are available? What would the cost be? What are the costs or benefits of staying versus evacuating?