



International Programs

EDUCATION ABROAD EMERGENCY DOCUMENTATION FORM

Your name:

Date:

Time:

Name and title of individual first notifying UNCW of the emergency:

Date, time, and means of first notification:

Location and contact details of caller:

Brief description of the incident:

Location of accident or emergency. How close is it to students and staff?

Ascertain the scale of the emergency. Who is involved in the emergency? (one individual, whole group, select members, whole region, etc.)

Actions taken or to be taken on-site (engage local emergency support, local law enforcement, U.S. Embassy; secure safety of all participants; check availability of food, water, medical supplies, transportation.)?

Telephone number(s) and email address of on-site contacts.

Who knows about this? (participants, parents, media, colleagues, etc.)

If the incident is large scale, ascertain the following:

Is continuation of program feasible?

Can students and staff travel to safety and where?

Can students and staff leave the country?

What/who was the target of any political unrest?

What is the intensity of the emergency or of the political unrest?

Is there any official advice available re the emergency from local or foreign officials (e.g. U.S. Embassy, Red Cross, host government, military, etc.)?

Notes on your response: