

University of Wyoming Study Abroad  
Incident Management Chart

		Situation	Risk Mitigation	Incident Management		
				<i>Overseas Action</i>	<i>Campus Action</i>	
<b>Health</b>		<ul style="list-style-type: none"> <li>* On site injury</li> <li>* Contracted illness</li> <li>* Manifestation of prior condition</li> <li>* Psychological problem</li> </ul>	<ul style="list-style-type: none"> <li>* Additional health insurance</li> <li>* Site-specific vaccinations</li> <li>* Orientation about regional health concerns and illnesses</li> <li>* Identification of nearest clinics/hospitals</li> </ul>	<ul style="list-style-type: none"> <li>* Record details of event</li> <li>* Report incident as soon as possible</li> <li>* Seek local medical attention</li> <li>* Provide regular updates to UW staff</li> </ul>	<ul style="list-style-type: none"> <li>* Record incident report</li> <li>* Notify appropriate parties/ Enact crisis plan</li> <li>* Monitor need and level of local health care support</li> <li>* Notify family within HIPPPAA compliance</li> </ul>	
	<b>Safety</b>		<ul style="list-style-type: none"> <li>* Theft</li> <li>* Missing Person</li> <li>* Assault</li> <li>* Political Events</li> <li>* Natural Disasters</li> <li>* Arrest or Incarceration</li> <li>* Death</li> </ul>	<ul style="list-style-type: none"> <li>* Travel insurance</li> <li>* Site-specific safety research</li> <li>* Identification of nearest U.S. embassy or consulate</li> <li>* Register travel with State Dept.</li> <li>* Develop an evacuation/ emergency contingency plan                             <ul style="list-style-type: none"> <li>*Identify risks and responses</li> <li>*Identify alternate meeting location</li> </ul> </li> <li>* Orientation about regional safety</li> <li>* Educate students on their stake in their own safety</li> </ul>	<ul style="list-style-type: none"> <li>* Seek safe refuge for involved parties</li> <li>* Record details of event</li> <li>* Report incident as soon as possible</li> <li>* Contact local embassy or consulate</li> <li>* Replace documentation or enact evacuation plan</li> <li>* Provide regular updates to authorized UW staff</li> </ul>	<ul style="list-style-type: none"> <li>* Record incident report</li> <li>* Notify appropriate parties/ Enact crisis plan</li> <li>* Monitor need and level of local support (in conjunction with Risk Management)</li> <li>* Notify family</li> </ul>
		<b>Liability/Disciplinary</b>		<ul style="list-style-type: none"> <li>* Student Breaking Laws</li> <li>* Falsified Documents</li> <li>* Arrest or Incarceration</li> <li>* Malpractice by UW faculty or staff</li> <li>* Student violating Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>* Research regional laws and codes of conduct</li> <li>* Sign legal waiver</li> <li>* Orientation about risk management and student Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>* Record details of event</li> <li>* Report incident as soon as possible</li> <li>* Contact local embassy or consulate</li> <li>* Provide regular updates to UW staff</li> <li>* Disciplinary meeting with student</li> </ul>