Site Evaluation Form

This form must be completed for any new faculty led programs as we strive to safeguard the health and safety of students, staff and faculty traveling abroad. Faculty leaders shall address any risk concerns by either eliminating or minimizing the risk using a combination of methods. Measures taken include but are not limited to; utilizing professional tour guides, providing safety and health policies, equipment, communications devices, safeguards, written procedural information and training. Complete this form to the best of your ability from the U.S. or if you are doing a site visit, complete during your travels. Please consult with the following offices for any specific concerns with your travel plans; [Safety & Risk Management](http://www.uwstout.edu/healthandsafety/safety/), [Student Health Services](http://www.uwstout.edu/healthandsafety/studenthealth/index.cfm), or [University Police](http://www.uwstout.edu/police/index.cfm).

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Travel Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **Risk** | **Risk Level (none, low, med, high, n/a)** | **Risk Avoidance / Risk Management Strategy** |
| Transportation Accidents (Flights, Ground, etc.) |  |  |
| Airport Customs Detainments/ Thefts |  |  |
| Loss of passport, ID, credit cards/money, luggage, etc. |  |  |
| Missed flight / transportation connections |  |  |
| Separation of travel group members |  |  |
| Lodging / residence hall cancellations/ lack of availability |  |  |
| Lodging / residence hall building safety and fire safety |  |  |
| Lodging / residence hall assaults, violence, thefts |  |  |
| Lack of communications at Lodging / residence halls |  |  |
| Lodging / residence hall food & water safety |  |  |
| Availability of health care (doctors, nurses, hospitals, etc.) |  |  |
| Availability of medical supplies and medications |  |  |
| Daily site food & water availability and safety |  |  |
| Daily site occupational safety (protective equipment) |  |  |
| Daily site emergency preparedness (building evacuation) |  |  |
| Daily / worksite / study site fire safety |  |  |
| Possibility of civil/political unrest and/or crime/violence |  |  |
| Possibility of student participant drug or alcohol problem |  |  |
| Possibility of student participant mental health issues |  |  |
| Possibility of student participant criminal behavior |  |  |

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| --- | --- | --- | --- |
|  | Printed Name | Signature | Date |
| Faculty Leader |  |  |  |
| Office of International Education |  |  |  |
| Health and Safety Unit |  |  |  |
| \*Submit to the Office of International Education, who will review with the Health and Safety Unit |