



Faculty Preparing to Take Students Abroad Checklist

Table with 4 columns: Question, Yes, No, N/A. Contains 14 checklist items regarding international travel procedures, approvals, requirements, costs, vaccinations, medical forms, risk release documents, and consular registration.



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Office of Risk Management

	Yes	No	N/A
15. Do you know how to report and document incidents? Incident reports are on the Office of Risk Management website: <a href="https://riskmanagement.rice.edu/files/incident-reportpdf">https://riskmanagement.rice.edu/files/incident-reportpdf</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you know how to respond in the event of an emergency or crisis to minimize harm to students and your liability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Have you contacted Risk Management to provide you and all traveling students International SOS cards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>