KU-LED PROGRAM
PROPOSAL RISK ASSESSMENT

FORM INFORMATION

This form should be completed and uploaded as part of a KU-Led Program Proposal. This form is not shared with participants, however information on this form is used to build the program brochure and for the International Office to assist in advising participants.

TRANSPORTATION

WHAT METHODS OF GROUND TRANSPORTATION WILL THIS PROGRAM'S ITINERARY USE?

☐ Chartered Bus　　　　　☐ Van (Hired driver)　　　　　☐ Ferry/Boat
☐ City Bus　　　　　　　　☐ Van (Program Leader driver)　☐ Bicycle
☐ Train　　　　　　　　　☐ Walking　　　　　　　　　　☐ Rickshaw (Motor or pedal-powered)
☐ Metro/Subway　　　　　☐ Lifts / Cable transport　　　☐ Other: _____

HOW WILL THE PROGRAM'S FLIGHTS BE ARRANGED?

☐ Participants will arrange and purchase their own flights (Cost is not included in the Program Charge).
☐ Participants will arrange and purchase a specific flight chosen by the Program Leader (Cost is not included in the Program Charge).
☐ The Program Leader will book and purchase a group flight for all participants (Cost is included in the Program Charge).
☐ This program does not require a flight.

HOW WILL THE PARTICIPANTS TRAVEL TO AND FROM THE U.S. AIRPORT

☐ Participants will arrange their transportation.
☐ Participants will meet at Kutztown University and transportation will be provided to and from the U.S. airport.
☐ This program does not require a flight.

WHICH PARTS OF THE PROGRAM HAVE HIGHER TRANSPORTATION RISKS, AND WHAT STEPS WILL YOU TAKE TO MINIMIZE THEM?

HOUSING

WHAT HOUSING TYPES ARE AVAILABLE ON THIS PROGRAM?

☐ Hotel　　　　　　　☐ Campus dormitory　　　☐ Camping
☐ Hostel　　　　　　☐ Apartment or House　　　☐ Research / Field station
☐ AirBnb or similar　☐ Ship / Boat　　　　　　☐ Resort
☐ Host Family　　　　　　　　　　　　　　　　☐ Other: _____

WHAT ROOM TYPES ARE AVAILABLE TO PARTICIPANTS?

☐ Single Rooms　　　☐ Triple Rooms　　　☐ Single gender
☐ Double Rooms　　　☐ Quad Rooms　　　☐ Mixed gender

CAN PARTICIPANTS SELECT THEIR ROOMMATES? ☐ NO　　☐ YES
ARE PROGRAM LEADERS STAYING IN THE SAME LOCATION? ☐ NO　　☐ YES
If no, describe the proximity of the accommodation and why a separate location was selected.

WHICH PARTS OF THE PROGRAM HAVE HIGHER HOUSING RISKS, AND WHAT STEPS WILL YOU TAKE TO MINIMIZE THEM?

FOOD

CAN THE ITINERARY LOCATION(S) ACCOMMODATE THE FOLLOWING DIETARY NEEDS?

☐ Vegan   ☐ Kosher   ☐ Gluten Free
☐ Vegetarian   ☐ Halal   ☐ Other: _____

WHAT ROOM TYPES ARE AVAILABLE TO PARTICIPANTS?

☐ Single Rooms   ☐ Triple Rooms   ☐ Single gender
☐ Double Rooms   ☐ Quad Rooms   ☐ Mixed gender

SELECT A DESCRIPTION BELOW FOR DIETARY AVAILABILITY:

☐ Location(s) will offer a variety of food with many options for those with special dietary needs.

☐ Location(s) may offer a variety of food options for those with special dietary needs. Participants may need to investigate a bit more about food options if they are more selective and particular about the availability of specific food.

☐ Location(s) may have less varied food options. Those with special dietary needs may have more difficulty in securing the necessary food to meet their dietary needs. Students with special dietary needs should speak with the Program Leader.

HOW WILL PARTICIPANTS BE OBTAINING THEIR MEALS?
Will all or some meals be provided to participants? Will they have the ability to purchase groceries and cook meals? If they need to purchase or cook on their own, is there a kitchen including basic cooking tools available?

IMMIGRATION AND ENTRY REQUIREMENTS

WHAT ARE THE IMMIGRATION OR ENTRY REQUIREMENTS OF THE ITINERARY COUNTRIES?

COMMUNICATION PLAN

The International Office will provide health and safety pre-departure information for all study abroad participants which covers general health and safety tips, emergency procedures, as well as cultural readiness activities. Program Leaders are required to schedule at least one Pre-Departure Meeting to review travel logistics and location-specific information, such as differences of religion, cultural norms, local traditions, and political attitudes that may affect participants' health and safety while abroad. This includes safety risks related to women, students with disabilities, students of color, ethnic or religious minorities, or members of the LGBTQ+ community.

WHAT IS THE *TENTATIVE* DATE OF YOUR PRE-DEPARTURE MEETING: _____

IS AN ON-SITE ORIENTATION PROVIDED? ☐ NO   ☐ YES

At least one Program Leader is required to have access to cell data or international calls/text for emergency communication. Relying on WIFI is not acceptable for responding to emergency situations. WhatsApp is the official application used for all international emergencies as it can be accessed via WIFI and cell data. The Emergency Phone can also receive regular international calls and texts.

WILL PROGRAM LEADER(S) HAVE ACCESS TO CELL DATA? ☐ YES ☐ NO

WILL PROGRAM LEADER(S) HAVE ACCESS TO INTERNATIONAL CALLING? ☐ YES ☐ NO

WHICH PARTS OF THE PROGRAM HAVE HIGHER COMMUNICATION RISKS, AND WHAT STEPS WILL YOU TAKE TO MINIMIZE THEM?
(What is your emergency communication plan with participants? Ex. Pre-determined meetup location(s), multiple ways of communicating with participants, using the buddy system, etc.)