



## Emergency Procedures and Journey Incident Report Form

### An Emergency is defined as:

1. Anytime an Ambassador or Host is hospitalized or has to seek medical treatment for more than a common illness during an exchange.
2. Anytime an Ambassador leaves a homestay during a journey, either voluntarily or involuntarily.
3. Anytime an Ambassador or Host has engaged in inappropriate behavior.
4. Anytime an Ambassador or Host is an alleged victim, perpetrator, or witness to a crime during a journey. This includes any instances when the Ambassador or Host is questioned by the police, put in jail, or cited for an infraction of the law.
5. Anything else unusual that you feel should be brought to the attention of Friendship Force staff.

***When in doubt, consider it an emergency situation. Take appropriate action first to provide immediate assistance then notify Friendship Force International staff within 24 hours, if possible.***

### **Incident Report Form** (To be completed in ALL cases of emergency as defined above.)

Participant's First and Last Name:

Name of Journey:

Date, Time and Place of Incident:

Please list the name, address and telephone number of at least one person who was a direct witness to the incident, if possible:

Please describe the incident. Include information about hospitalization, encounters with legal authorities, etc. as well as information on what action was taken by local club leaders. Continue on the back of this form or on a separate sheet of paper as needed.

### **Report completed by:**

Name:

Phone Number:

Email Address:

Date: