



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

**RISK ASSESSMENT, MITIGATION AND CRITICAL INCIDENT**

**HANDLING MANUAL**

Non-Local Activities for HKBU Students

(final draft)

April 2019

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## Useful Templates and Forms

Form 01 - Risk Assessment Form (Activity)

Form 02 - Personal Data and Health Declaration Form (Student)

Form 03 - Risk Assessment Form (Student)

Form 04 - Parent Consent Form (Student Minor)

Form 05 - Outbound Student Data File

Form 06 - Critical Incident Report

# 1. INTRODUCTION

- 1.1 This Risk Assessment, Mitigation and Critical Incident Handling Manual (Manual) serves as a reference guide for staff members of Hong Kong Baptist University (HKBU) to assess risks, prepare mitigation measures and ensure timely and appropriate responses to critical incidents or potential crises involving HKBU students in non-local activities organised by HKBU.
- 1.2 The Manual lays down a set of general procedures for better coordinating the activities organised by faculties<sup>1</sup> and administrative offices of the University, reporting information on non-local activities as well as providing enhanced support to students and staff in cases of emergency.
- 1.3 When critical responses are invoked, local infrastructure, cultural, political, ethnic and religious issues should be taken into consideration.

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<sup>1</sup> “Faculties” is a generic and collective term referring to Faculties, Schools and Academy.

## 2. SCOPE

- 2.1 In this Manual, critical incidents are defined as events that pose imminent risks to a student's safety, physical health and mental well-being. HKBU will provide reasonable support to ALL full-time students (higher diploma, associate degree, bachelor degree and higher degree) who are affected by an emergency situation during a non-local activity organised by HKBU.
- 2.2 The Manual is applicable to all faculties and administrative offices and it covers all credit-bearing and non-credit bearing activities.
- 2.3 Student organisations are also encouraged to follow the protocols stipulated in this Manual with the support and advice of the Office of Student Affairs.

### 3. DEFINITION

- 3.1 **Organising Unit:** a faculty, department, centre, office, unit, project convener and/or registered student association of HKBU that organises an activity held outside the Hong Kong Special Administrative Region.
- 3.2 **Activity Leader:** a teaching or administrative staff of a faculty, department, centre, office and unit of HKBU who is designated with the authority and responsibility to organise a non-local activity.
- 3.3 **Trip Leader:** a teaching or administrative staff of a faculty, department, centre, office and unit designated with the authority and responsibility to provide support to students during the entire period of the non-local activity.
- 3.4 **Risk Manager:** a staff member appointed by his/her Dean/Head/Director to assist Activity Leaders and Trip Leaders to comply with the requirements of this Manual.
- 3.5 **Head of Crisis Management Team (Operations):** a staff member who provides strategies and coordinates crisis management and operations in Hong Kong.
- 3.6 **Overseas Partner/Host Institution:** a proper and recognised organisation approved by the Head of the Organising Unit.
- 3.7 **Non-local Activity:** this might include, but is not limited to, student exchange, capstone project, internship, competition, performance, summer school, language immersion programme, service-learning, field-trip, visit and study tour.

## 4. ROLES AND RESPONSIBILITIES

- 4.1 **Dean/Head/Director:** The University owes a duty of care towards its students under common law. The Dean/Head/Director (Head) is accountable for all activities held in his/her faculty, department or administrative office. The Head should designate experienced staff members to monitor, organise and lead the non-local activity. S/he should also ensure that the host institutions/organisations, if any, are proper and recognised organisations in the destination. S/he is expected to provide overall leadership, monitor the planning and serve on Crisis Management Team (Operations) (CMT(O)) to respond to emergencies and critical incidents promptly.
- 4.2 **Activity Leader:** Activity Leader<sup>2</sup> is the person to assess the relative importance of city and activity-specific risks and their risk levels, and to ensure that proper risk management, mitigation measures and contingency plans are in place.
- 4.3 **Trip Leader (on-site/remote):** Trip Leader is the key person to provide support to students during the activity on-site if s/he accompanies students during the non-local learning activity, or remotely if s/he does not travel with them. Trip Leader and Activity Leader can be the same person.
- 4.4 **Risk Manager:** Risk Manager assists his/her Head in ensuring compliance of the procedures stipulated in this Manual, and that all forms are completed and submitted.
- 4.5 **Student:** Students should consider their personal circumstances when applying for or accepting a place in a non-local activity. They have a personal responsibility for knowing what to do before, during and after an emergency to protect their own safety. They must provide the Organising Unit with accurate and complete physical and mental health information and observe all rules, instructions and regulations set out by the Activity Leader, Trip Leader and the host institution/organisation.

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<sup>2</sup> If the activity is part of a general education or service-learning course, the Activity Leader is the instructor of the course.

#### 4.6 Crisis Management Team (Operational) (CMT(O))

- i. CMT(O) will be set up when major and severe critical incidents arise. The team will
  - a. establish what has happened and is happening, including but not limited to fatalities and injuries, the extent of damage, the possibilities of further damage and the consequences for the University, the likely cause of the incident, etc.;
  - b. direct, support and keep close contact with the Trip Leader(s)/affected student(s) to monitor the situation;
  - c. provide strategic guidance, coordinate efforts and actions of all relevant units, and deploy (extra) resources (if necessary) for handling the situation;
  - d. assess necessary support for staff, students and families affected by the incident;
  - e. review effectiveness of protocols and actions taken, and amend this Manual accordingly, and
  - f. carry out duties as specified, and any other duties as deemed necessary by the Head of the Team.
  
- ii. The Head of CMT(O) shall be the Director of Student Affairs or a VP according to the severity of the emergency. Membership shall be determined by the Head of CMT(O) and may include:
  - a. Head/Activity Leader of the affected Department(s)/Unit(s)
  - b. Director of International Office
  - c. Director of Communication and Public Relations Office
  - d. Academic Registrar
  - e. Other staff members and personnel as required

## 5. RISK ASSESSMENT AND MANAGEMENT

5.1 The Organising Unit has a responsibility to ensure that students are provided with a conducive environment during their learning activity to achieve the intended learning outcomes. It should take a range of steps to identify potential risks, monitor them, and ensure that in the event of an emergency, damage is kept to a minimum.

5.2 The general principals are:

a. Introduce internal controls, training, supervision, risk awareness and management practices to reduce risks
b. Share the risks with the host organisations which have well defined risk management measures and comprehensive insurance policies
c. Terminate risks by cancelling the non-local activity when risks outweigh possible benefits

5.3 Few risks remain static. New issues may emerge and existing risks may change. Communication is vital in risk assessment and management. Activity leaders should make sure all stakeholders are aware of their roles and duties.

5.4 A number of forms are in place to take the Organising Unit through a series of well-defined steps which support better decision making and planning. They will help assess the risks associated with the activities and students taking part, and develop contingency plans for possible incidents.

5.5 It is advisable that at least one of the on-site Trip Leaders has received training in first aid and mental health first aid.



5.6 Risk management checklist:

**PRIMARY (BEFORE AN ACTIVITY)**

Identify risks

- List general risks
- List activity-related risks
- List site-specific risks
- List student-specific risks

Manage risks

- Offer staff and students training and briefing
- Check insurance cover all participants

Mitigation

- Distribute safety guidelines and emergency contact numbers
- Prepare protective equipment
- Carry first aid and basic medical kits
- Locate nearest hospital
- Draw up contingency plans
- Develop critical incident responses
- Agree on ways to stay connected
- Collect emergency contact numbers of participants

**SECONDARY (DURING AN ACTIVITY)**

During the activity

- Monitor risks
- Stay alert
- Check on students with special needs
- Stay in touch with all students

In the event of a critical incident

- Follow the protocols in this Manual
- Monitor the situations
- Seek help from higher authorities
- Provide support to the students and parents concerned

**TERTIARY (AFTER AN ACTIVITY)**

After the activity

- Arrange debriefing
- Evaluate the effectiveness of controls
- Suggest future actions to reduce risk

In the event of a critical incident

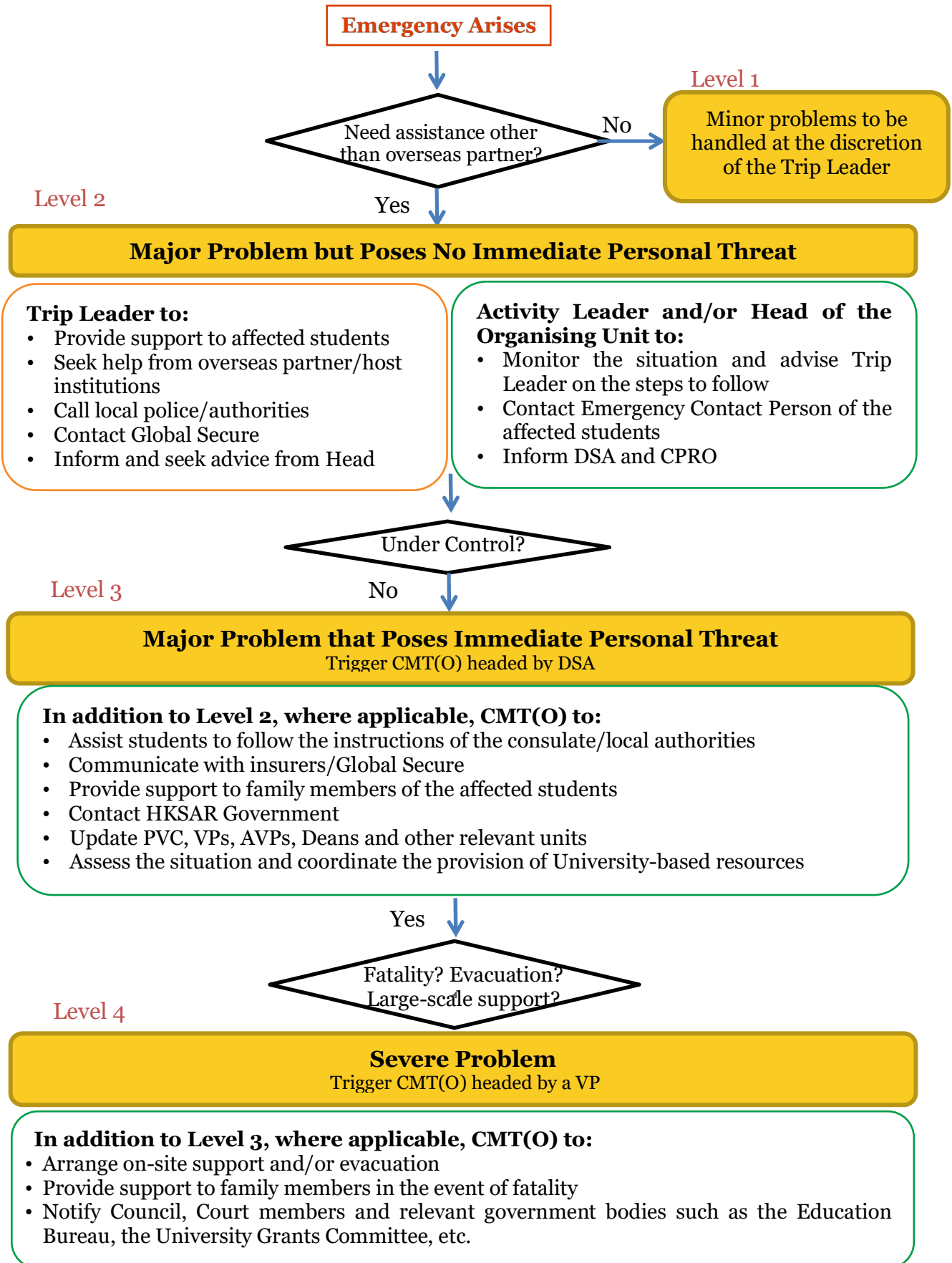
- Review the incident
- File a Critical Incident Report
- Review and update the Manual

## 6. CRITICAL INCIDENTS

6.1 The types of critical incidents are categorised according to their severity, complexity and urgency. The list is not exhaustive and dynamic decisions are to be exercised when critical incidents occur.

<b>Level</b>	<b>General Definition</b>	<b>Examples</b>	<b>Recommended Responses</b>
Level 1: Minor Problem	Cases that can be handled by Trip Leader and the overseas partner/host organisation.	<ul style="list-style-type: none"> <li>• Medical visits</li> <li>• Passports/travel documents losses</li> </ul>	To be handled at the discretion of the Trip Leader and overseas partner/host organisation by adopting normal day-to-day management practices and decision-making processes.
Level 2: Major Problem but Poses No Immediate Personal Threat	Cases that can be handled with the assistance of local authorities such as police and medical practitioners, and are unlikely to escalate in severity.	<ul style="list-style-type: none"> <li>• Hospitalisation</li> <li>• Detention due to misconduct or misdemeanour</li> </ul>	To be handled at the discretion of the Head of the Organising Unit.
Level 3: Major Problem that Poses Immediate Personal Threat	Cases that have high impact or imminent severe adverse effects and/or require the assistance of consulates.	<ul style="list-style-type: none"> <li>• Missing</li> <li>• Life-threatening injuries or illnesses</li> <li>• Arrest due to serious criminal or civil offence at countries with death penalty</li> </ul>	To be handled by CMT(O) whose Head shall be DSA.
Level 4: Severe Problem	Cases that have severe impact and require evacuation and/or large scale on-site support.	<ul style="list-style-type: none"> <li>• Natural disasters/epidemics</li> <li>• Terrorist threats and civil disorders</li> </ul>	To be handled by CMT(O) whose Head shall be a VP.

6.2 Critical incident key responses flowchat:



6.3 Below are recommended actions to major problem that poses no immediate personal threat to students (**Level 2**).

	Trip Leader	Activity Leader
IMMEDIATE ACTIONS	<ul style="list-style-type: none"> <li><input type="checkbox"/> ensure students are safe</li> <li><input type="checkbox"/> attend to immediate needs and provide support to students</li> <li><input type="checkbox"/> seek support from local authorities, partner institutions and Global Secure</li> <li><input type="checkbox"/> report to Activity Leader and Department Head</li> <li><input type="checkbox"/> assess risk and safeguard the welfare of students</li> <li><input type="checkbox"/> record details</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> provide advice to Trip Leader</li> <li><input type="checkbox"/> report to and seek advice from Head and SA</li> <li><input type="checkbox"/> contact the Emergency Contact Person of students concerned</li> <li><input type="checkbox"/> inform CPRO Duty Officer ((852) 9866 8976)</li> <li><input type="checkbox"/> commence event logs</li> </ul>

	Trip Leader	Activity Leader or Head
FOLLOW-UP ACTIONS	<ul style="list-style-type: none"> <li><input type="checkbox"/> monitor the safety of students and staff</li> <li><input type="checkbox"/> support the work of local authorities, partner institutions and Global Secure</li> <li><input type="checkbox"/> provide timely updates to Head</li> <li><input type="checkbox"/> continue to assess risk and safeguard the welfare of students</li> <li><input type="checkbox"/> record details</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> decide on a course of action to address the incident</li> <li><input type="checkbox"/> arrange additional support for affected students</li> <li><input type="checkbox"/> monitor the situation</li> <li><input type="checkbox"/> advise and assist family members who decide to travel to the destination</li> <li><input type="checkbox"/> prepare and submit Critical Incident Report to Student Affairs Committee (SAC)</li> </ul>

6.4 Recommended actions to major problem that poses immediate personal threat to students **(Level 3)**:

IMMEDIATE ACTIONS

Trip Leader

Head



- ensure students are safe
- attend to immediate needs and provide support to students
- seek support from local authorities and partner institutions
- contact Global Secure and the Consulate for advice and assistance, including legal aid and translation service
- report to Activity Leader and Head
- assess risk and safeguard the welfare of students
- record details

- contact DSA to set up CMT(O) to assess the situation and coordinate support and resources
- provide advice to Trip Leader
- contact the Emergency Contact Person of students concerned
- contact HK Government (1868) to assist in follow-up actions
- inform CPRO Duty Officer ((852) 9866 8976)
- inform Dean, AVPs/VPs and Heads of relevant units
- commence event logs

FOLLOW-UP ACTIONS

Trip Leader

CMT(O) headed by DSA



- monitor the safety of students
- support the work of local authorities, partner institutions and Global Secure
- provide timely updates to CMT(O)
- continue to assess risk and safeguard the welfare of students
- record details

- decide on a course of action to address the incident
- arrange additional support for affected students
- advise and assist family members who decide to travel to the destination
- prepare and submit Critical Incident Report
- evaluate the events, protocols and actions taken, and suggest amendments to this Manual
- prepare and submit Critical Incident Report to Student Affairs Committee (SAC)

## 6.5 Recommended actions to severe problems (Level 4):

	Trip Leader	Head
IMMEDIATE ACTIONS	<input type="checkbox"/> ensure students are safe and record students who are in distress	<input type="checkbox"/> contact VP to set up CMT(O) to assess the situation and coordinate support and resources
	<input type="checkbox"/> attend to immediate needs and provide support to students	<input type="checkbox"/> provide advice to Trip Leader
	<input type="checkbox"/> seek support from local authorities and partner institutions	<input type="checkbox"/> contact the Emergency Contact Person of students concerned
	<input type="checkbox"/> contact Global Secure and the Consulate for advice and assistance, including legal aid and translation service	<input type="checkbox"/> contact HK Government (1868) to assist in follow-up actions
	<input type="checkbox"/> report to Activity Leader and Head	<input type="checkbox"/> report to Dean and AVPs/VPs
	<input type="checkbox"/> assess risk and safeguard the welfare of students	<input type="checkbox"/> inform CPRO Duty Officer ((852) 9866 8976)
	<input type="checkbox"/> record details	<input type="checkbox"/> commence event logs
	Trip Leader	CMT(O) headed by VP
FOLLOW-UP ACTIONS	<input type="checkbox"/> monitor the safety of students and staff	<input type="checkbox"/> provide advice to and arrange support for Trip Leader
	<input type="checkbox"/> support the work of local authorities, partner institutions and Global Secure	<input type="checkbox"/> monitor the situation
	<input type="checkbox"/> assist students to follow the instructions of the consulate and/or local authorities	<input type="checkbox"/> direct relevant units to arrange humanitarian and psychological support to affected students and their families
	<input type="checkbox"/> provide timely updates to CMT(O)	<input type="checkbox"/> advise and assist family members who decide to travel to the destination
	<input type="checkbox"/> continue to assess risk and safeguard the welfare of students	<input type="checkbox"/> inform Council, Court members and relevant government bodies such as the Education Bureau and the University Grants Committee
	<input type="checkbox"/> record details	<input type="checkbox"/> prepare and submit Critical Incident Report to Senior Executive Committee

6.6 In the event of fatality, the CMT(O) will also:

1. discuss with the family and determine their wishes regarding repatriation of the body, personal effects, religious observances etc.;
2. coordinate with Global Secure, insurers and the governments about the repatriation of the body and personal effects in line with the family's wishes;
3. coordinate the sending of a letter of condolence to the family;
4. coordinate psychological support and professional counselling services to family members, staff and students;
5. coordinate memorial service and/or donation, when necessary, and
6. ensure all administrative actions are taken, e.g. update the student records database, process any tuition refunds, etc.

## 7. INSURANCE AND EMERGENCY SUPPORT

### Insurance

- 7.1 The University has a Group Travel Insurance for all students. Terms and conditions of the travel insurance provided by the university are available at the website of the [Finance Office](#). Please check the insurance policy for coverage and exclusion.
- 7.2 Personal trips immediately before and/or after the trips organised by HKBU are not covered but could be topped up on students' own expenses. Learning activities involving certain kind of activities e.g. riding or driving of any kind of motor racing and engaging in professional sports, will also be excluded from insurance coverage. Detailed information is available at the website of Finance Office (3411 7683).

### Global Emergency Service

- 7.3 HKBU has appointed Inter Partner Assistance (IPA) Hong Kong Limited as the provider of emergency assistance service (Global Secure) to our undergraduate students during their overseas trips which are organised or arranged by the University. They provide online travel risk assessment, crisis management/training/response and consultancy services. More information:

Global Secure App	Search "Global Secure" (applicable to iOS and Android) Enter membership no: GS00053HK
Hotline	(852) 2861 9210



## Other Useful Services

7.4 The following services are provided to Hong Kong residents and citizens:

<b>Services</b>	<b>Information</b>
Hong Kong Immigration Department	<a href="#">Registration of Outbound Travel Information</a> <a href="#">Assistance to HK residents outside HK</a> 24-hour hotline: (852) 1868
Consular Protection and Services Outside Chinese Territory	<a href="#">General Guide</a> <a href="#">Consular Posts and Officially Recognised Bodies</a>

## 8. STUDENT MINORS

8.1 When accepting student minors (age under 18) for activities, the Activity Leader should ensure that:

1. student minors undertaking internship and work attachment must comply with the local employment ordinance, safety regulations and relevant ordinances in respect of the nature and hours of work;
2. consent are granted by parents/guardians for the minors to take part in the activity;
3. for high-risk student activities, parents/guardians have been informed about the nature of the activities and the associated risks, and
4. handling of personal data of student minors follows the Personal Data (Privacy) Ordinance ([Privacy Commissioner for Personal Data Hong Kong](#)).

8.2 The Academic Registry serves as the central coordinator of HKBU to provide a one-stop service to student minors. Activity leaders should contact the Academic Registry at 3411 2269 for any enquiries.

## 9. STUDENTS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

- 9.1 In general, Activity Leader should provide SEN students with the assistance they need. Activity Leader should plan well ahead and take into consideration students' special educational needs such as:
- a. suitability of the activity
  - b. manning ratio
  - c. accessibility
  - d. disability resources throughout the trip, etc.
- 9.2 If applicable, Activity Leader should ensure that the students concerned have brought with them a doctor's note (covering the conditions, medications, potential complications, special needs, doctor's phone number, etc.), extra medication, and the information of a relevant physician at the destination.
- 9.3 Activity Leader should communicate with the host institutions/organisations about the needs in advance.
- 9.4 The Unit for Students with Special Educational Needs (USSEN) serves as the central coordinator to provide a one-stop service to students with physical difficulties and special needs. Activity Leader should contact [USSEN](#) at 3411 2806 (e-mail: [ussen@hkbu.edu.hk](mailto:ussen@hkbu.edu.hk)) for advice and assistance.

## 10. LEGAL REQUIREMENTS

- 10.1 Activity Leader must observe the Sex Discrimination Ordinance (SDO), the Disability Discrimination Ordinance (DDO), the Family Status Discrimination Ordinance (FSDO) and the Race Discrimination Ordinance (RDO) when selecting students for their activities.
- 10.2 All students undertaking activities outside Hong Kong must hold relevant travel document(s) and visa required by the local authority. Insurance may also be mandatory in some countries.
- 10.3 Some medications are illegal in some countries. Students should be reminded to consult their doctors, obtain necessary documentation and seek permission to bring prescription medicines for personal use before travelling.
- 10.4 Students must comply with the local ordinances and safety regulations. For example, students working with young people are subject to criminal records disclosure in some countries.
- 10.5 When collecting, storing, disclosing and handling the personal data (including hard copy and electronic form<sup>3</sup>) of students in relation to non-local learning activities, Activity Leader must observe the Hong Kong Personal Data (Privacy) Ordinance (Cap. 486).

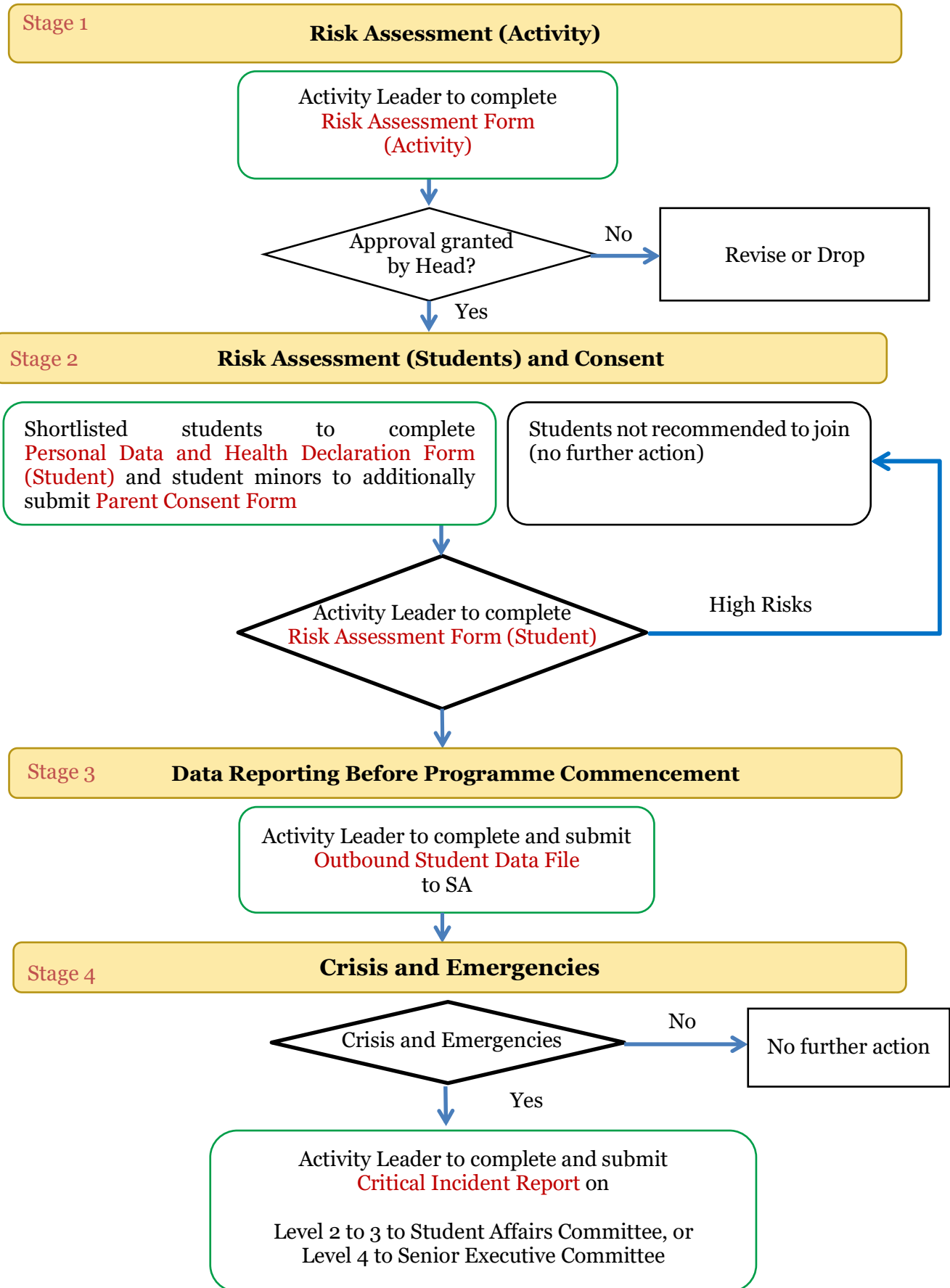
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<sup>3</sup> Please also observe HKBU's [Information Security Policies and Standards](#) and [Cloud Service Policy](#).

## 11. FORM COMPLETION FLOWCHART

- 11.1 The Organising Unit needs to ensure that the data collected for performing risk assessment and management is accurate, complete and up-to-date. The Risk Manager will assist his/her Head to ensure the compliance of this Manual.
- 11.2 All forms, declarations and agreements should be signed. These signed documents serve to extend protection for the University against liability claims without compromising the protection and due diligence we must afford our students.
- 11.3 The forms to be completed and signed include:
- a. Form 1 - Risk Assessment Form (Activity)
  - b. Form 2 - Personal Data and Health Declaration Form (Student)
  - c. Form 3 - Risk Assessment Form (Student)
  - d. Form 4 - Parent Consent Form (Student Minor)
- 11.4 The records to be submitted include:
- a. Form 5 - Outbound Student Data File
  - b. Form 6 - Critical Incident Report

11.5 The four stages of form completion and submission:



## 12. USEFUL NUMBERS AT A GLANCE

The following contact numbers are listed in this Manual:

Academic Registry (about student minors).....	(852) 3341 2269
Assistance to Hong Kong Residents 24-Hour Hotline.....	(852) 1868
CPRO Duty Officer.....	(852) 9866 8976
Finance Office (Insurance).....	(852) 3411 7683
Global Secure Hotline.....	(852) 2861 9210
Unit for Students with Special Education Needs (USSEN) of S.....	(852) 3411 2806

# Hong Kong Baptist University

## Risk Assessment Form (Activity)

Please complete one form for each city under the same activity.

ACTIVITY INFORMATION	
Activity Name	
Activity Description	
Activity Nature (pull down menu)	
Any High Risk Activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if yes, please specify and check insurance coverage: _____)</i>
Country	
City	
Duration (dd/mm/yy)	from _____ to _____
Expected No. of Participants	
Is it a new activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it a new location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it a new partner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any HKBU staff accompanying students during the whole activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No

ACTIVITY LEADER	
Full Name (Surname, Given Names)	
Office/Department	
Job Title	
E-mail Address	
Contact Phone No.	



TRIP LEADER	
Full Name (Surname, Given Names)	
Office/Department	
Job Title	
E-mail Address	
Contact Phone No.	

EMERGENCY CONTACT		
Person-in-charge at Host Institution / Organisation	Full Name (Surname, Given Names)	
	Organization	
	Office/Department	
	Job Title	
	E-mail Address	
	Contact Phone No.	
HKBU Staff	Full Name (Surname, Given Names)	
	Office/Department	
	Job Title	
	E-mail Address	
	Contact Phone No.	

RISK ASSESSMENT OF THE HOST CITY
----------------------------------

- |   |   |
|---|---|
| 1. Outbound Travel Alert                                      | <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Amber <input type="checkbox"/> Nil |
| 2. Air quality index below moderate level in the last 30 days | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 3. Possible altitude sickness i.e. above 2,500 metres         | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 4. Possible contact with carriers of contagious diseases      | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 5. Immunization required                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 6. <b>Crime index above 50 (please check on NUMBEO)</b>       | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 7. Remote medical care in case of emergency                   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 8. Use of firearm is lawful in the city                       | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 9. Use of drugs such as cannabis is lawful in the city        | <input type="checkbox"/> Yes <input type="checkbox"/> No  |

If you have checked Yes to any of the questions, please provide additional details for each items and risks that could potentially arise from the planned activity.

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<b>CONTINGENCY PLAN</b>
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<b>OTHER INFORMATION</b>
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I hereby declare that the above information provided is, to the best of my knowledge, complete and accurate. I will notify my Head should there be any changes prior to the commencement of the Activity.

**Prepared By**

\_\_\_\_\_  
Signature of Activity Leader

\_\_\_\_\_  
Date

**Approved By**

\_\_\_\_\_  
Signature of Head

\_\_\_\_\_  
Date



## HEALTH DECLARATION

1. Do you have a health issue requiring on-going care?  Yes  No
2. Will you need to take prescribed medication while travelling overseas?  Yes  No
3. Have you had any major injuries, diseases, ailments, or operations?  Yes  No
4. Do you have any allergies?  Yes  No
5. Are you allergic to any medication?  Yes  No
6. Are you a vegetarian, on a restricted diet or allergic to any food?  Yes  No
7. Do you have, or have you ever had, an alcohol or drug problem?  Yes  No
8. Are there any predisposing medical, psychological or surgical conditions that may, under the stress of travel, cause problems during travelling outside HK?  Yes  No
9. Is there any other information that the Organising Unit should be aware of?  Yes  No

**If you have checked Yes to any of the questions, please provide additional information for each item and attach relevant documents as necessary.**

I hereby declare that the above information provided is, to the best of my knowledge, complete and true. I certify that I am fit to participate in this activity, implying that I have no medical or physical conditions that could interfere with my safety, or if I do, I have consulted a doctor in advance. I agree that my personal data may be used by HKBU for emergencies.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

*The personal data collected in this form will be used for your application and will be kept until the completion of the activity. (Central Office to define retention period of records)*

# Hong Kong Baptist University

## Risk Assessment Form (Students Accepted to the Activity)

Activity Leader to complete one form for each activity.

<b>ACTIVITY INFORMATION</b>	
Activity Name	
Activity Approved by Head on	

<b>PARTICIPANT PROFILE</b>	
Total No. of Students Enrolled	
No. of Student Minors	
No. of Students with Special Educational Needs	
No. of Local Students	
No. of Non-local Students (please check insurance coverage for non-local students)	

<b>PLEASE LIST RISKS THAT COULD POTENTIALLY ARISE FROM THE HEALTH DECLARATION OR SPECIAL NEEDS OF STUDENTS</b>

<b>CONTINGENCY PLAN</b>
<b>OTHER INFORMATION</b>

I hereby declare that the above information provided is, to the best of my knowledge, complete and accurate. I will notify my Head should there be any changes prior to the commencement of the Activity.

**Prepared By**

\_\_\_\_\_  
Signature of Activity Leader

\_\_\_\_\_  
Date

**Approved By**

\_\_\_\_\_  
Signature of Head

\_\_\_\_\_  
Date

**Non-Local Activities  
Parent Consent Form (Student Minor)**

I am the father/mother/legal guardian\* of \_\_\_\_\_ (Name of the Student) who is now under 18 years old. I hereby confirm that the Student is fit, and further give my consent to the Student to participate in the following activity with details below:

<b>ACTIVITY INFORMATION</b>	
Activity Name	
Country/City	
Duration (dd/mm/yy)	from _____ to _____

<b>STUDENT INFORMATION</b>	
Full Name (Surname, Given Names)	
Date of Birth	
HKBU Student Number	

<b>PARENT/GUARDIAN INFORMATION</b>	
Full Name (Surname, Given Names)	
Contact Phone Number	
E-mail Address	

\_\_\_\_\_  
Signature of Father/Mother/Guardian\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\*Please delete where appropriate

**海外活動  
家長同意書**

本人為學生 \_\_\_\_\_ 的 \*家長／監護人。上述學生現時還未滿 18 歲。本人謹此確定上述學生適合，並同意上述學生參與以下活動：

活動資訊	
活動名稱	
地點	
日期	

學生資料	
姓名	
出生日期	
學生編號	

家長／監護人資料	
姓名	
聯絡電話	
電郵地址	

\_\_\_\_\_  
家長／監護人簽署

\_\_\_\_\_  
日期

\_\_\_\_\_  
學生簽署

\_\_\_\_\_  
日期

\*請劃去不適用者



**海外活动  
家长同意书**

本人为学生 \_\_\_\_\_ 的 \*家长 / 监护人。上述学生现时还未满 18 岁。本人谨此确定上述学生适合，并同意上述学生参与以下活动：

活动信息	
活动名称	
地点	
日期	

学生资料	
姓名	
出生日期	
学生编号	

家长 / 监护人资料	
姓名	
联络电话	
电邮地址	

\_\_\_\_\_  
家长 / 监护人签署

\_\_\_\_\_  
日期

\_\_\_\_\_  
学生签署

\_\_\_\_\_  
日期

\*请划去不适用者



INFORMATION ABOUT THE INCIDENT	
Date:	Time:
Location of the Incident:	
Nature of Incident (please “✓”, if appropriate):	
<p><u>Level 2</u></p> <p><input type="checkbox"/> Hospitalization                      <input type="checkbox"/> Detention due of misconduct</p> <p><u>Level 3</u></p> <p><input type="checkbox"/> Missing                                      <input type="checkbox"/> Life-threatening injuries or illnesses</p> <p><input type="checkbox"/> Arrest due to serious criminal or civil offence at countries with death penalty</p> <p><u>Level 4</u></p> <p><input type="checkbox"/> Natural disasters                      <input type="checkbox"/> Epidemic</p> <p><input type="checkbox"/> Terrorist threats                      <input type="checkbox"/> Civil disorders</p> <p><input type="checkbox"/> Others (please specify) _____</p>	
Crisis Management Team (Operation) Head: _____	
Membership:	
<p><input type="checkbox"/> Vice-President                              <input type="checkbox"/> Head of Affected Department</p> <p><input type="checkbox"/> IO Director                                      <input type="checkbox"/> CPRO Director</p> <p><input type="checkbox"/> Director of Student Affairs              <input type="checkbox"/> Academic Registrar</p> <p><input type="checkbox"/> Others (please specify) _____</p>	
Authorities and Professional Services Consulted (please “✓”, if appropriate):	
<p><input type="checkbox"/> Local police                              <input type="checkbox"/> Local hospitals</p> <p><input type="checkbox"/> HK Immigration                      <input type="checkbox"/> Consulate</p> <p><input type="checkbox"/> Global Secure                      <input type="checkbox"/> Others (please specify) _____</p>	

Describe what happened, how it happened, factors leading to the event, substances or objects involved. Be as specific as possible (attach separate sheet if necessary):
List the remedial actions taken :
List the follow-up actions taken and to be taken (by when and who):
Based on this critical incident, do you recommend any amendments to the Risk Assessment, Mitigation and Critical Incident Manual?  <input type="checkbox"/> No  <input type="checkbox"/> Yes (please list your recommendations)

<b>REPORTER INFORMATION</b>
Name of Reporter (Surname, Given Names):
Office/Department:
Job Title:
Date of Report Completed:

\_\_\_\_\_  
Signature of Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Head of CMT (O)

\_\_\_\_\_  
Date

Collection and storage of data will be in excel files (short-term) and SLES (long-term)

\* fields in red are not yet available in SLES \*

## Hong Kong Baptist University

### Outbound Student Data File

ACTIVITY INFORMATION	
Activity Name	
Activity Description	
Activity Nature (pull down menu)	
Country	
City	
Duration (dd/mm/yy)	from to

*Fields from Form 001 – Risk Assessment Form (Activity)*

HKBU ORGANISING UNIT (ACTIVITY LEADER)	
Full Name (Surname, Given Names)	
Office/Department	
Job Title	
E-mail Address	
Contact Phone No.	

*Fields from Form 001 – Risk Assessment Form (Activity)*

TRIP LEADER	
Full Name (Surname, Given Names)	
Office/Department	
Job Title	
E-mail Address	
Contact Phone No.	

*Fields from Form 001 – Risk Assessment Form (Activity)*

<b>EMERGENCY CONTACT</b>		
Person-in-charge at Host Institution / Organisation	Full Name (Surname, Given Names)	
	Organization	
	Office/Department	
	Job Title	
	E-mail Address	
	Contact Phone No.	
HKBU Staff	Full Name (Surname, Given Names)	
	Office/Department	
	Job Title	
	E-mail Address	
	Contact Phone No.	

*Fields from Form 001 – Risk Assessment Form (Activity)*

## One record per one student

<b>STUDENT INFORMATION</b>	
Full Name (Surname, Given Names):	Student No.:
Nationality:	Passport Type:
Date of Birth:	Gender:
Study Programme:	Year of Study:
Contact Phone No.:	
E-mail Address (HKBU):	E-mail Address (Personal):

*Fields from Form 02 - Personal Data and Health Declaration Form (Student)*

<b>EMERGENCY CONTACT (STUDENT)</b>	
Full Name (Surname, Given Names):	Relationship to you:
Contact Phone No.:	E-mail Address:
Language : <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> English	

*Fields from Form 02 - Personal Data and Health Declaration Form (Student)*

**HEALTH DECLARATION**

Yes     No

*Fields from Form 02 - Personal Data and Health Declaration Form (Student)*