DODDS-Europe
Risk-Assessment Planner for School Trips and Events
(AE Reg 525-13)

TRIP/EVENT INFORMATION

1. Event title

2. Date of event

3. Location of event (country)

4. Is the event on or off a military installation? ☐ On ☐ Off

5. Address/location of event

6. Departing from (school/location)

7. Number of adults

8. Number of students

9. Trip/event sponsor

10. Duty telehone number:

11. Cell phone number:

SECURITY AND EMERGENCY CONTACT INFORMATION

12. Local threat level

13. Threat level at event location

14. Force protection condition (local)

15. Force protection condition (destination)

16. Emergency telephone numbers (civilian)

Military police

Civilian police

Ambulance

Fire

District safety and security officer (DSSO)

17. POC office telephone numbers at destination (DSN and civilian)

18. Chaperone and staff names and cell phone numbers

NOTE: Because this information may not be available until just before departure, it is not required for approval. However, this information must be obtained and listed here before departure.

STUDENT INFORMATION

19. Student/ participant names

TRANSPORTATION INFORMATION

20. Itinerary and mode of transportation

21. Safe havens

List names and telephone numbers of nearest military installations en route. Embassy and host-nation telephone numbers should be included here for out-of-country events.

NOTE: Safe havens can also be any public location where help can be obtained (for example, police stations, hospitals, gas stations on the autobahn).

LODGING INFORMATION

General Instructions: In accordance with DODDS-Europe guidance, all students must be housed in groups by floor. There must be at least one chaperone per floor and students must be supervised at all times.

22. Name of lodging #1	23. Name of lodging #2
Address (for example, billeting, hotel, youth hostel)	Address (for example, billeting, hotel, youth hostel)
Telephone number	Telephone number

PREDEPARTURE CHECKLIST

24. All trips

- ☐ Emergency numbers for our destination are in the possession of all chaperones staff (listed on page 1).
- ☐ Emergency notification procedures are in place and all persons on this trip have been/will be informed of the notification plan.
- ☐ The student-to-teacher/chaperone ratio is adequate for the age group attending this event. (The adult-student ratio is 1:10 for grades 7-12 and 1:6 for grades K-6.)
- ☐ The buddy system/group travel will be enforced during this trip.
- ☐ Procedures have been/will be established to account for all participants at all times during this trip.

25. International/out-of-country/overnight trips

- ☐ The trip sponsor has contact information for the nearest military installation/embassy and host nation/Department of State contact numbers (required for overnight trips out of country). Use the link below to obtain embassy contact information.

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(when filled in)

Department of State weblink (travel)

COORINATION AND APPROVAL			
26. Requester's name and duty telephone		27. Hosting installation military command	
28. Principal/approving official (name and duty telephone)		**Approve:**	☐ Yes ☐ No
29. District safety and security officer (name and duty telephone)		**Approve:**	☐ Yes ☐ No
30. District superintendent (name and duty telephone) (Required only for overnight trips *and* events with 50 or more participants.)		**Approve:**	☐ Yes ☐ No
31. Command representative (name and duty telephone)		**Approve:**	☐ Yes ☐ No
Remarks			

PURPOSE:

To establish procedures for DODDS-sponsored student and staff trips and events during force protection condition (FPCON) Bravo and below. In higher FPCONs, local military commanders, the district superintendent's office (DSO), and the Director, DODDS-Europe, will provide specific guidance for all school and staff travel. While military commanders are ultimately responsible for threat and vulnerability assessments, DODDS has responsibility to ensure information is provided to allow commanders to make informed decisions, mitigate vulnerabilities, analyze existing threats, and define acceptable levels of risk.

REFERENCES:

DODI 1402.5, Criminal History Background Checks on Individuals in Child Care Services
DODEA Regulation 4700.1, Antiterrorism (AT) Program
DODEA Manual 1005.1, Administrators' Manual
USEUCOM Antiterrorism Operations Order 03-11, FRAGO 3
AE Regulation 525-13, Antiterrorism

GENERAL INSTRUCTIONS:

Except for information provided in blocks 12 through 15 of this form, specific threat information will not be included; it will be addressed in a separate document and included in request packages when appropriate.

LOCAL TRIPS: All off-installation trips with fewer than 50 participants (this number includes staff members and chaperones) require the approval of the school principal or designee as well as the local command. If the school principal or designee approves the event, the request will be sent by e-mail to the antiterrorism officer (ATO), school liaison officer (SLO), and command representative (please cc: the DSSO). For area level events (for example, conferences, workshops), the approving official is the Director, DODDS-Europe, or designee and the command representative specified in appendix J of AE Regulation 525-13.

OVERNIGHT TRIPS AND TRIPS WITH MORE THAN 50 PARTICIPANTS: All overnight trips and trips with 50 or more persons (this number includes staff members and chaperones) require the approval of the school principal or designee and the DSO. After the school principal or designee approves the trip, the request must be sent by e-mail through the DSO to the DSSO for approval. The request (if approved) must then be sent by e-mail from the DSSO to the ATO, SLO, and command representative for approval. NOTE: All overnight and out-of-country requests must be submitted to the command at least 30 days before travel.

After the command reviews and approves or disapproves the trip, the completed risk-assessment planner must be sent back by e-mail to the DSSO, who will send it to the requesting administrator. If the responsible commander disapproves a trip or event, it is canceled.

Each block in the risk-assessment planner is identified by number. Please see the item number below and who is responsible for filling in the information.

Item	**Person responsible:**
1-11	Trip/event sponsor
12-16	DSSO
17-24	Trip/event sponsor NOTE: Contact the DSSO if assistance is needed on item 21 (safe havens and related information).
25	Trip/event sponsor NOTE: This item is used only for overnight trips and out-of-country events.
26-27	Trip/event sponsor
28	School principal or designee/approving official
29	DSSO
30	DSO
31	Command/approving official