# Emergency Response Plan
## FOR STUDY ABROAD STUDENTS
### 2014

## I. RESPONSIBILITIES

### II. STEP-BY-STEP PLAN

### I. RESPONSIBILITIES

#### PREPAREDNESS STAGE

<table>
<thead>
<tr>
<th>CWIL</th>
<th>Faculty Coordinators</th>
<th>Resident Directors</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Maintain student roster</td>
<td>➢ Collect and verify health insurance of students</td>
<td>➢ Host on-site orientation</td>
<td>➢ Provide emergency contact information</td>
</tr>
<tr>
<td>➢ Keep emergency information from students</td>
<td>➢ Collect emergency information from students</td>
<td>➢ Maintain housing information</td>
<td>➢ Inform RDs of whereabouts</td>
</tr>
<tr>
<td>➢ Keep records of students’ health insurance</td>
<td>➢ Collect passport/visa information</td>
<td>➢ Know local emergency numbers/contacts</td>
<td>➢ Understand emergency plan and assembly points</td>
</tr>
<tr>
<td>➢ Update all information on a regular basis</td>
<td>➢ Keep housing information</td>
<td>➢ Establish and maintain contact with local embassies or consulates</td>
<td>➢ Assemble an emergency pack</td>
</tr>
<tr>
<td>➢ Disseminate basic emergency information to pre-departure students</td>
<td>➢ Collect itinerary Information</td>
<td>➢ Register semester students with local embassies</td>
<td>➢ Carry emergency contact information at all times</td>
</tr>
<tr>
<td>➢ Offer SMC Emergency contact information</td>
<td>➢ Collect names of students with special medical needs</td>
<td>➢ Collect and update student whereabouts</td>
<td>➢ Purchase medical insurance and emergency evacuation insurance for students</td>
</tr>
<tr>
<td>➢ Keep track of students with special medical needs</td>
<td></td>
<td>➢ Pay special attention to students with special medical needs</td>
<td></td>
</tr>
<tr>
<td>➢ Assess risk in areas</td>
<td></td>
<td>➢ Determine assembly points</td>
<td></td>
</tr>
<tr>
<td>➢ Purchase medical insurance and emergency evacuation insurance for students</td>
<td></td>
<td>➢ Disseminate specific information on health and safety to students</td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY STAGE

<table>
<thead>
<tr>
<th>CWIL</th>
<th>Faculty Coordinators</th>
<th>Resident Directors</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Determine course of action in conjunction with RDs and Faculty Coordinators</td>
<td>➢ Determine course of action in conjunction with RDs and CWIL</td>
<td>➢ Determine course of action in conjunction with CWIL, Faculty Coordinators, and Consulate (evacuation, quarantine)</td>
<td>➢ Gather at assembly points</td>
</tr>
<tr>
<td>➢ Maintain support and contact with RDs</td>
<td>➢ Maintain support and contact with RDs</td>
<td>➢ Implement emergency plan</td>
<td>➢ Contact RDs/CWIL if unable to get to assembly points</td>
</tr>
<tr>
<td>➢ Inform and update campus officials</td>
<td>➢ Keep a log of actions taken</td>
<td>➢ Keep a log of actions taken</td>
<td></td>
</tr>
<tr>
<td>➢ Keep a log of actions taken</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. STEP-BY STEP PLAN

A. Pre-departure Preparedness: *Faculty Coordinator Duties*

1. Collect and verify health and insurance information (students must have insurance that includes emergency evacuation)
2. Collect emergency contact information
3. Collect passport/visa information
4. Keep housing information (addresses, contact names)
5. Collect and keep itinerary information
6. Collect names of students with special medical needs

B. Pre-departure Preparedness: *CWIL Duties*

1. Maintain student roster
2. Keep track of emergency information from students
3. Keep local emergency contact information
4. Keep records of students’ health insurance
5. Conduct orientation at SMC that emphasizes health and safety precautions and includes specific information on Avian Flu
6. Offer students SMC on-campus emergency contact information
7. Keep track of students with special medical needs
8. Enroll students into the HTH international insurance plan
9. Register students with the State Department Smart Traveler Program
10. Assess risks to areas
C. On-site Preparedness: Resident Directors Duties

1. Keep contact with local embassies
2. Collect emergency provisions for program
3. Collect and update the housing information
4. Determine assembly points
5. Pay special attention to students with special medical needs
6. Assess risk to areas
7. Conduct on-site orientation that includes the following:
   a) Review of specific emergency plan
   b) Identification of assembly points
   c) Discussion of protocol for students when off-program (i.e. students should share their travel plans with RD)
   d) Reminder that students must call parents/RDs in case of emergency
   e) Register students with local embassies

D. Throughout the Semester

1. CWIL assesses risks and determines program continuity
2. Students organize individual emergency packs
3. The RDs should:
   a) Be on call 24 hours a day (or designate)
   b) Collect and update student travel information
   c) Inform CWIL of changes in itinerary and excursions

E. In Event of Emergency

1. CWIL calls on-campus officials
2. RDs contact local embassies
3. Decision about action made jointly among CWIL, Faculty Coordinators, and RDs (to evacuate, quarantine, etc.)
4. CWIL informs SMC campus official and emergency contacts
5. CWIL, Faculty Coordinators, and RDs keep daily log of decision/actions

F. Evacuation information

   On-site office: Residence Directors

1. Maps, travel routes and modes of transportation from each site to assembly points and capital or evacuation points
2. Information about communication networks (telephone numbers, radio locations, operators, hours of operation, etc.)
3. Emergency telephone numbers of local police, fire, hospital, Embassy, etc.
4. CWIL emergency contact information

   Home-campus office: CWIL

5. Emergency contact information, itinerary, RD contact information for all programs

Reference: