Indiana University – Purdue University Fort Wayne

Office of International Education
Study Abroad Emergency Response Plan
I. Introduction

The Study Abroad Emergency Response Plan is designed to ensure the safety and well-being of all faculty, staff, students, and other persons participating in IPFW study abroad programs and faculty and staff coordinating such programs. In addition, it will serve as a guide for the IPFW Study Abroad Emergency Response Committee to address any emergency situation involving said participants and coordinators. For those participating in an Indiana University, Purdue University, or third party provider administered study abroad program, that institution’s emergency response plan supersedes.

Should an emergency situation abroad develop such as a personal medical emergency, natural disaster, political unrest, etc. involving any IPFW student(s), faculty, staff, and other persons participating in or coordinating an IPFW exchange program, faculty led program, or other affiliated program at an international site, every effort will be made on the part of IPFW to determine the exact procedure to follow in consultation with the on-site administrator and/or faculty or staff leader. The Study Abroad Emergency Response Committee will be charged with this task and convened to coordinate the University’s response. The IPFW Study Abroad Emergency Response Committee shall consist of the following members:

- Vice Chancellor for Academic Affairs
- Vice Chancellor for Student Affairs
- Vice Chancellor for Financial and Administrative Affairs
- Dean of Students
- Director of International Education (chair)
- Director of Personal & Professional Development, Division of Continuing Studies
- Study Abroad Advisor
- Chief of University Police

In case of an emergency overseas, study abroad program participants are advised to contact the Office of International Education at (260) 481-6034 during business hours (8 a.m. – 5 p.m. EST Monday - Friday) and the IPFW Police Department at (260) 481-6827 at all other times. The Office of International Education and the IPFW Police Department will maintain a list of the IPFW Study Abroad Emergency Response Committee members that will be contacted in case of an emergency.

II. Conditions requiring crisis management

Emergencies are those situations that pose a significant risk to the safety and well-being of study abroad participants. The emergency response plan will be activated under the circumstances listed below:

- Accident/Injury
- Illness
- Sexual assault
- Arrest/legal problems
- Natural disasters
- Recommendation of suspension/cancellation by the host country program staff
- Specific Travel Alerts, Warnings and other directives issued by the U. S. Department of State and/or U.S. embassy
• Wide-spread contagious disease or other health related matter
• War outbreak
• Kidnapping
• Death
• Terrorist activity in the program city/country
• Protracted or indefinite closure of the host university
• Disruption of public utilities or services
• Civil unrest, violence, and/or rioting

The items listed above are not all-inclusive. There may be unforeseen circumstances not listed that may require the program to be evaluated for the continued safety of the participants and/or terminated. This decision will be made at the discretion of the Chancellor in consultation with the Director of International Education and the Study Abroad Emergency Response Committee.

A. Program Suspension
Decisions to suspend individual student or student group travel to a country under a Travel Warning will be made by the Chancellor in consultation with the Study Abroad Emergency Response Committee under guidance from existing University policy. Faculty/staff overseeing students or student groups going to destinations under a Travel Warning need to first request an exception from the Study Abroad Emergency Response Committee three months in advance. Protocol documents are designed for individual students as well as student groups.

B. On-going Program when a travel warning is announced or an updated or revised travel warning is announced
In the case of an imminent threat to any program participant’s health, safety, or welfare, the Chancellor or, in the event that the Chancellor is unavailable, the Director of International Education has authority to immediately cancel or alter a program. If immediate action is not required the process for regular review will be applied and the Study Abroad Emergency Response Committee will meet as soon as possible to determine whether the program should be suspended and whether program participants should return home. If a travel warning is announced for a limited time period (i.e. hurricanes or elections), the Director of International Education will consult the Study Abroad Emergency Response Committee to inform them of the announcement and discuss its impact on the program.

III. Campus Based Response to a Crisis
In consultation with all parties, there will be an evaluation of local conditions and the real and imminent threat of danger to the study abroad program participants. The Office of International Education (or designated member of the Study Abroad Emergency Response Committee) will convene a meeting of the Study Abroad Emergency Response Committee to develop an appropriate plan of action in consideration of the following:

• The immediate physical, mental health and safety needs of the study abroad program participant(s);
• Need for an evacuation plan;
• Continuation or termination of the academic program and the financial impact on the student(s)/university;
• Relocation of the student(s) to another location and best means to accomplish this evacuation in consideration of local conditions;
• Development of a daily communication plan, coordinated by the Office of University Relations and Communications, for students, the Chancellor, upper level administrators and other members of the university community (faculty, staff, Board of Trustee members, etc.), state and local officials, and the media;
• Response to anticipated telephone calls and inquiries from parents and other interested parties; and
• Provide a file of actions, communications, and recommendations.

In combination with onsite administrators and faculty, the Study Abroad Emergency Response Committee will coordinate a plan of action and prepare an evacuation plan as needed. The faculty/staff leader(s), in the event of an emergency, should do the following:

• Locate all program participants and inform the Study Abroad Emergency Response Committee designee about their welfare.
• Instruct program participants not to travel independently and to remain at a location where they can be reached.
• Encourage program participants to communicate with their families and others at home in regards to the situation.
• Contact the local U. S. Consulate/Embassy or the local authorities in the host country to gain information about the nature of the situation. Items to consider are:
  - The safety of members of the study abroad program;
  - The geographic proximity of the program to the emergency;
  - The impact of the crisis on the quality of life (availability of food, potable water, medical supplies, the protection of law and order);
  - The target of the unrest, if the emergency is political in nature;
  - The intensity of the emergency;
  - The presence of military and/or emergency personnel;
  - The feasibility of continuing the program;
  - The ability of the program participants to travel in the area; and
  - The need for evacuation and any measures that the U.S. is taking to evacuate its citizens.

• Maintain a chronological log of the emergency explaining what happened, what steps were taken, when they were taken, with whom staff members talked, and what follow-up actions were necessary. The person keeping the log should note the time of each event as carefully as possible as well as the time at which the notes were written down and provide the log to the Study Abroad Emergency Response committee as soon as possible.
• Report the following to the Study Abroad Emergency Response Committee designee:
  - How was the group affected by the crisis?
  - Are the whereabouts of all program participants known?

- Were there injuries? Who was injured? What were their injuries? Have they been treated?
- What is the extent of damage to the property of program participants?
- Who provided assistance at the emergency site (fire department, police, government representatives, representatives of the U.S. consular staff)?
- Are there special circumstances associated with the emergency that continue to present a danger?

In case of attacks or other offences involving our program participants, immediately file a report with the proper authorities.

In turn, the Study Abroad Emergency Response committee will:

- Contact the U. S. State Department to identify alternative courses of action.
- Determine the best course of action to be followed, including the possibility of evacuation. Once a decision has been made to evacuate, all students and staff members will comply with the evacuation procedures arranged by IPFW.
- Notify the Office of University Relations and Communications, through which all public communications will be coordinated including responses to inquiries from relatives and the media.

Post Crisis Follow Up
The Chancellor, in consultation with the Study Abroad Emergency Response Committee, will determine when the emergency response period has ended and will initiate any necessary follow-up measures and assign responsibility for doing so, such as counseling and other support services provided by the IPFW Office of the Dean of Students.

IV. Campus Based Response for Non-IPFW Programs
If a student participates in a non-IPFW study abroad program, he/she will be governed by the Study Abroad Emergency Response Plan of the program provider or host institution. A non-IPFW program is one coordinated and implemented by another college/university (i.e. Indiana University or Purdue University) or a third party program provider (i.e. International Studies Abroad or Semester at Sea). The IPFW Office of International Education will be the point of contact between the host institution/program provider and the IPFW campus. The Director of International Education or a designee will contact the program provider/host institution to ascertain details of the students’ emergency and if necessary, his/her safe return. The Office of International Education will also provide details to the families of any affected student, in accordance with FERPA regulations. Please note the Office of International Education is not responsible for repatriating or securing the safe return of students or facilitating emergency assistance to those who participate in non-IPFW programs. It is the responsibility of the student to provide his/her guardian with the proper information in regards to a study abroad emergency response guideline. The Office of International Education will simply serve as a liaison to assist in locating the whereabouts of the student.

V. Preparation
Faculty Leaders/Faculty led program
Faculty leaders will implement the following policies when conducting a faculty led program overseas:
• Verify that all program participants are registered with the U. S. embassy/consulate;
• Identify local hospitals, clinics, and/or trauma facilities in the program area;
• Maintain a copy of page one of the passport of each program participant to facilitate replacement in case of loss;
• Create an emergency evacuation plan in the faculty led program proposal;
• Prepare a shortened emergency action plan presented to the Education Travel Committee (for programs administered through the Division of Continuing Studies) and/or Office of International Education to the program participants prior to departure;
• Identify alternative means of communication with the world outside of the host country; and
• Provide contact information and a detailed itinerary with the name, address, and phone number of hotels, including international/satellite phone number, to the Office of International Education prior to departure.

The Study Abroad Emergency Response Committee, Office of International Education and the Division of Continuing Studies (if applicable) will:

• Ensure the program leaders have prepared plans to terminate the program in the event of an emergency;
• Develop and implement an evacuation/emergency response plan; and
• The Office of International Education and the faculty leader will conduct the pre-departure orientation, required for all program participants. The pre-departure orientation will cover:
  o Information about preparations that have been made and the procedures for program participants to follow in case of an emergency;
  o Information and advice on personal security appropriate to the location; and
  o Remind student participants that they are subject to the IPFW Student Code of Conduct and corresponding Student Code of Conduct of the host institution or agency while abroad.

VI. Conclusion
The Office of International Education, Division of Continuing Studies, and the Study Abroad Emergency Response Committee strive to keep students, faculty, other program participants, and parents (as allowable per FERPA regulations) informed of conditions and decisions related to program participant safety and well-being. In these changing times, however, it is necessary that each participant take responsibility for his/her own safety by staying informed and conducting themselves accordingly.

Disclaimer: This is a general policy to be considered in case of an emergency situation arising overseas. This document is not a complete plan of operation, but provides a general guideline of procedures to follow. The actual situation will dictate the plan of action/response that will be determined. The Study Abroad Emergency Response Plan has been written following the study abroad emergency guidelines of the University of California – San Diego, Syracuse University, and Emory University.