Indiana University – Purdue University
Fort Wayne

Study Abroad Emergency Response Plan
Introduction

This Study Abroad Emergency Response Plan is designed to ensure the safety and well-being of all faculty, staff, and students participating and executing IPFW study abroad programs. In addition, it will serve as a guide for Indiana University – Purdue University Fort Wayne’s Study Abroad Emergency Response committee to address any emergency situation involving said participants. For those participating in an Indiana University, Purdue University, or third party provider administered, that institution’s emergency response plan supersedes. The following Study Abroad Emergency Response Plan has been written following the study abroad emergency guidelines of the University of California – San Diego and Emory University.

Should an emergency situation abroad develop such as a personal medical emergency, natural disaster, political unrest, etc. involving any IPFW study abroad student(s) participating in 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 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 will include the following:

- Brian Mylrea, Director, Office of International Education
- Ashley T. Simmons, Assistant Director for International Programs
- Michael Kelly, Director of Personal & Professional Development
- Risk Management
- IPFW Police Department
- George McClellan, Vice Chancellor for Student Affairs or designee
- William McKinney, Vice Chancellor for Academic Affairs or designee

In case of an emergency overseas, students and faculty leaders are advised to contact the Office of International Education at (260)481-6494 and/or the IPFW Police Department at (260) 481-6827. The Office of International Education and the IPFW Police Department will maintain a list of the IPFW Emergency Response Committee members (and their contact information) who will be contacted in case of an emergency.

Conditions requiring crisis management

Emergencies are those situations that pose a legitimate 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 Warnings and other directives 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

This items listed above is not all-inclusive. There may be unforeseen circumstances not listed above that may require the program to be terminated. This decision will be made at the discretion of the Director of International Education.

**Automatic Program Suspension**

When a Travel Warning from the U. S. Department of State is in place or is issued for a country in which IPFW operates programs, the program will be automatically suspended. Programs that entail travel to multiple countries can still proceed; however, the country subject to the travel warning must be removed from the itinerary.

**On-going Program and a travel warning is announced or an updated or revised travel warning is announced**

In the case of an immediate threat to student, staff, and faculty health, safety, or welfare, 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 or re-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 via email to inform them of the announcement and discuss its impact on the program.

**Preparation**

**Faculty Leaders/Faculty led program**

Faculty leaders will implement the following policies when conducting a faculty led program overseas:

1. Register all students and staff with the U. S. embassy/consulate.
2. Identify local hospitals, clinics, and/or trauma facilities in the program area.
3. Maintain a copy of page one of the passport of each student to facilitate replacement in case of loss.
4. Create an emergency evacuation plan in the Faculty led program proposal
5. Prepare a shortened emergency action plan presented to the Education Travel Committee to the students prior to departure.
6. Identify alternative means of communication with the world outside of the host country.

The Study Abroad Emergency Response committee, Office of International Education and Division of Continuing Studies will:
1. Ensure the program leaders have prepared plans to terminate the program in the event of an emergency.
2. Develop and implement an evacuation/emergency response plan.
3. The Office of International Education and the faculty leader will conduct the pre-departure orientation, required for all student participants. The pre-departure orientation will cover:
   • Information about preparations that have been made and the procedures for students to follow in case of an emergency.
   • Information and advice on personal security appropriate to the location.

**Campus Based Response to a Crisis**

In consultation with all parties, there will be an evaluation of local conditions and the real and imminent danger to the student(s). It is important to consider the closeness of the situation and its impact on the availability of food, water, and medical supplies. If the event is political nature, it is important to consider the target of unrest. The Study Abroad Emergency Response committee will seek information from the U.S. Consulate or Embassy for their advice to Americans in the area to determine the intensity of the emergency, the presence of military or emergency personnel, the feasibility of continuing classes, and the ability of students to travel in the area. 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 student(s);
- need for an evacuation plan;
- continuation or termination of the academic program and the financial impact on the student/university program;
- relocation of the student(s) to another location and best means to accomplish this evacuation in consideration of local conditions;
- develop a daily communication plan with student(s), upper level administrators and other members of the university community (president, board of trustees, staff, faculty), 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 leader(s), in the event of a crisis, should do the following:

- Locate all students and inform the Study Abroad Emergency Response designee about their welfare.
- Instruct students not to travel independently and to remain at a location where they can be reached.

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• Caution students to avoid unnecessarily alarming their families and others at home.
• Contact the local U. S. consulate/embassy or the local police to gain information about the nature of the situation. Items to consider are:
  o The safety for members of the study abroad program.
  o The geographic proximity of the program to the crisis.
  o The impact of the crisis on the quality of life (availability of food, potable water, medical supplies, the protection of law and order).
  o The need for evacuation and any measures that the U.S. is taking to evacuate its citizens.
• Maintain a chronological log of the calamity 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:
  o How was the group affected by the crisis?
  o Do you know the whereabouts of all students and staff?
  o Were there injuries? Who was injured? What were their injuries? Have they been treated?
  o What is the extent of damage to the property of students or others with the program?
  o Who provided assistance at the emergency site (fire department, police, government representatives, representatives of the U.S. consular staff)?
  o Are there special circumstances associated with the emergency that continue to present a danger?

In case of attacks or other offences involving our students, immediately file a report with the police.

In turn, the Study Abroad Emergency Response committee will:
• Contact the U. S. State Department to identify alternative courses of action.
• Decide the best course of action, 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. All public communications will be coordinated through the University Relations and Communications Office including responses to inquiries from relatives and the media.

Post Crisis Follow-Up

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2 www.ucsd.edu.
The Director of International Education will determine when the crisis response period has ended and the Study Abroad Emergency Response committee has completed its duties. He/she will determine any necessary follow-up measures and assign responsibility for these measures such as counseling services provided by the IPFW Office of Counseling.

**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 Guideline of the program provider or host institution. The Office of International Education at Indiana University – Purdue University Fort Wayne will be the point of contact between the host institution/program provider and Indiana University – Purdue University Fort Wayne. 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 family of the affected student. 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 mediator to assist in locating the whereabouts of the student.

**Conclusion**

In closing, the Office of International Education, Division of Continuing Studies, and the Study Abroad Emergency Response committee strives to keep students, faculty, and parents informed of conditions and decisions related to student safety and well-being. However, in these changing times, it is necessary that each student 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 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.*