

CSUB OFF CAMPUS ACADEMIC PROGRAMS

Emergency Management Plan

This document should be on CSUB letterhead clearly identifying the sponsoring school and department. The document should also include the program title, destination(s), academic quarter/year, beginning and ending dates of program as well as the following information. All participants, the program director, the off campus programs coordinator and the sponsoring school and department should be provided with a copy of the completed plan.

The role of University personnel during extended domestic travel or an international program is to design and provide the academic program at the designated locations. Other than matters directly related to the academic program, no other aspects of travel, logistics or participant safety are the responsibility of the University.

Participants Should Always Have on Their Person

Emergency Group Contact Phone Number

American Embassy/Consulate List (city, address, phone)

International Travel Assistance/Insurance Contact Number

Passport/Visa

Emergency Communication Procedures

Specify how to contact the police/authorities or medical care in each location of the program.

Specify how to contact the group leader or members of the group if you become separated from or are unable to attend the program.

Describe how to check for emergency messages from home or the group during the program.

Unexplained Significant Absence of a Program Participant

Preventative Measures

The group leader should have a photocopy of each participant's passport and medical disclosure form with them on the trip.

Recommended Actions (as applicable to the situation)

If a program participant has not been seen without explanation for a significant period of time or has missed critical meetings times:

- Contact all persons in the program regarding the absent person. Determine the: location last seen; clothing worn; items carried; intended route; sightings; local experience; physical condition; mental condition; recent changes in behavior (crisis?); habits, mental attitude; relationships; financial interests; last traveling companion(s); and location of belongings.
- Notify the University Dean's Office and International Education and Programs Office
- Contact last known location(s)
- Contact police authorities
- Contact the American Embassy/Consulate

If program participant is located, be sure to contact all authorities to call off the search.

If the program participant is not located, maintain contact with local police authorities, American Embassy/Consulate and the insurance provider's travel abroad service staff.

Program Participant Injury or Illness

Preventative Measures

Participants are advised regarding health and safety issues as well as risks related to participation in the program with both written materials and at the orientation session.

Program participants are provided with current Center for Disease Control information on the destination as well as applicable State Department Travel Advisories and Bulletins.

Program participants have been advised to consult with a medical doctor regarding their personal medical needs. Program participants agree to be responsible for their own medical needs.

Program participants under the age of 18 have submitted an authorization for consent for medical treatment signed by a parent or guardian.

Participants in international programs are required to have medical insurance equal to or better than the program available through the CSU Study Abroad. The trip must be insured through the CSU RMA Foreign Travel insurance program. Insurance for domestic programs must meet or exceed the CSU Domestic Student Health Insurance Plan.

Recommended Action

- Assist the program participant in contacting and securing medical services.
- Assist the program participant in contacting their insurance provider for assistance with activating insurance coverage, contacting their doctor, contacting family, arranging for transportation as necessary, etc.
- Notify the University Dean's Office and International Education and Programs Office.
- Maintain contact with program participant until they rejoin program or return home.

Death of a Program Participant

Recommended Action

- Notify local authorities.
- Assist in formal identification.
- Notify the University Dean's Office and International Education and Programs Office.
- Notify the US Embassy/Consulate.
- Notify the insurance provider.
- Arrange for collection and storage of the deceased's effects.
- Assist with support of the family.
- Assist with repatriation of the body.
- Assist with support and counseling of the other program participants.

Civil Unrest, Natural Disaster, Public Health Dangers, US State Department Travel Advisory

Preventative Measures

Program participants are provided with current Center for Disease Control information on the destination(s) as well as applicable State Department Travel Advisories and Bulletins.

Recommended Actions

- Contact the US Embassy/Consulate for the latest information on involvement of US Citizens and recommended precautions on activity, travel, evacuation, shelter, food, medical services, etc. Contact all program participants to establish that they are safe and not involved in the incident. Provide updated personal safety information to participants.
- Contact the University Dean's Office and International Education and Programs Office.
- Advise program participants to contact a message service or their home.
- Follow procedures for unexplained absences, illness, injury and death.
- Assist in the US Embassy/Consulate's efforts to support American travelers.
- Assist with support and counseling of the program participants.

Arrest/Detention of a Program Participant

Preventative Measures

Program participants are provided with current information on the destination(s) as well as applicable State Department Travel Advisories and Bulletins.

Program participants have agreed to become informed of and abide by the applicable laws and standards involved in the program in addition to University rules and standards for student behavior.

Recommended Action

- Assist the student in contacting the travel abroad service provider for assistance with legal representation, bail, contacting home, etc.
- Assist the student in contacting US Embassy/Consulate.
- Contact University Dean's Office and International Education and Programs Office.
- Cooperate with local authorities as requested.
- Assist with support of other program participants.

Program Participant Disciplinary Action

Preventative Measures

Program participants have agreed to become informed of and abide by University rules and standards for student behavior.

Recommended Action

- Contact University Dean's Office and International Education and Programs Office. Cooperate with local authorities as requested.
- Provide written notification to student regarding concerns about behavior.