Study Abroad Emergency Management

The UND Office of International Programs (OIP) is charged with the responsibility of coordinating the management of emergencies affecting participants in credit-bearing study abroad programs that UND sponsors. The safety and well-being of students, faculty, and staff who are participating in UND programs abroad is of the highest importance, and all reasonable actions are, and will be, taken to accomplish this.

The following identifies particular Study Abroad policies and procedures regarding study abroad emergencies. The use of the term “participants” in this document refers to all students, staff, university designated volunteers, and faculty directly associated with a UND-sponsored credit-bearing study abroad program.

By following the procedures outlined below, the OIP staff will be able to gather information that will allow them to respond efficiently and effectively to emergencies and to place other situations in appropriate context and respond to them accordingly.

1. Emergencies

   Emergencies are those situations or incidents that pose a genuine and sometimes immediate risk to, or that have already disturbed the safety and well-being of study abroad program participants. Emergencies include those situations involving a single program participant, multiple program participants, or all program participants. These include, but are not limited to:

   - Significant accident/injury
   - Medical emergency (physical or mental)
   - Physical or sexual assault
   - Disappearance or kidnapping
   - Death
   - Arrest or questioning by the police or other security forces
   - Incarceration
   - Terrorist threat or attack
   - Hospitalization for any reason
   - Robbery
   - Any legal action (lawsuit, deposition, trial, etc.) involving a participant
   - Political/civil unrest that could affect participants’ safety and well-being
   - Natural or human disaster (earthquake, fire, flood, hurricane, nuclear incident, tornado, volcano, etc.)
   - Issuance of a U.S. Dept. of State Travel Warning or Alert

a. Travel Warning

   The University of North Dakota does not support program participation or development in countries under a Department of State Travel Warning. Travel warnings are issued by the State Department in the event of long-term, protracted conditions that could create a potentially dangerous or unstable situation in a country. The complete text of the travel warning policy can be found at:
   [http://studyabroad.und.edu/resources/policies.html](http://studyabroad.und.edu/resources/policies.html)

b. Travel Alert

   Travel alerts are issued by the State Department to disseminate information about short-term conditions on concern. In the event a travel alert is published by the U.S. State Department, whether or not a UND program can proceed as planned to a country or region will be decided after review by the Crisis Committee on a case by case basis. If the program is approved to continue, students will be notified by Office of International Programs. They will be informed of the travel alert, and depending on the situation, may be required to sign an additional waiver as a condition of participation in the program.
2. **Study Abroad Incident Notification**
   In the event of an emergency abroad, the Emergency Contact at the particular study abroad site, or, in the case of a faculty-directed program, the Faculty Director, is required to submit via fax or e-mail to the Office of International Programs (OIP) the **Study Abroad Incident Notification Form**. This will inform the OIP and allow Study Abroad staff to follow up and provide necessary support. It is critical for information to be shared accurately, completely, and as soon as possible.

   The Emergency Notification Protocol outlined in #7 below will be activated.

3. **Log of Events by International Emergency Coordinator (IEC)**
   During an emergency abroad the International Emergency Coordinator (IEC) will keep a log of all calls and activities

4. **Cancellation of Programs**
   In the event of an emergency, such as civil unrest, pandemic outbreak, a natural disaster, travel warning or a travel alert, it may be necessary to cancel or alter a program for the safety of the students. The International Emergency Coordinator (IEC), in consultation with the appropriate members of the Office of International Programs International Emergency Committee, will recommend to the Provost to continue or cancel the program.

5. **Program Director Death or Hospitalization**
   If a faculty director dies while leading a program abroad, the IEC will contact appropriate members of the Office of International Programs International Emergency Committee to plan next steps regarding the program. Based on information about the program and the participants, the IEC will recommend to the Dean of the College and the Provost whether or not the program should continue. The Dean will contact the family of the deceased. If a program director is admitted to the hospital while abroad, the IEC will take immediate responsibility for decision-making regarding the program, including determining, in consultation with the Dean of the College and the Provost, whether or not the program will continue.

6. **Student Death**
   If a student dies while abroad, the Emergency Contact at the particular study abroad site or, in the case of a faculty-directed program, the Faculty Director, should:
   a. Verify the identity of the student and gather as much information as possible regarding the cause of death.
   b. Contact the IEC immediately. Do not attempt to contact the family. The IEC will contact the Dean of Students who will work with the University Police Department to contact the family. The IEC will also consult with the Counseling Center and, if possible, resources will be made available for other program participants.
   c. Notify the US embassy or consulate (if student is not a US citizen or permanent resident, notify the embassy or consulate of citizenship) and the local police as soon as possible.
   d. Make sure the student’s belongings are safely stored and kept confidential.
   e. Notify the rest of the participating students. All circumstances surrounding the death should be kept private until the local police complete an official investigation.

   The IEC or Alternate IEC (whoever receives call) will determine if circumstances merit contacting the President and the Provost.

7. **Emergency Notification Protocol**
   1) In the event of an emergency abroad, the Emergency Contact at the particular study abroad site, or, in the case of a faculty-directed program, the Faculty Director, will:
      a) Contact, during regular office hours, the IEC.
      b) Contact, if it is not during office hours, the UND Police Department at +1.701.777.3491. This number is answered 24 hours a day, 7 days a week.
      c) Submit the Study Abroad Incident Notification Form to IEC as soon as possible.
2) If the University Police is the initial contact, they will then contact the IEC.
3) IEC will contact the Dean of Students, Safety and Security, Provost, Dean, and Department Chair.
4) IEC will complete the UND Incident Reporting Form and submit it to Safety and Security.
5) Provost will contact the President if appropriate.
6) Dean of Students will contact the Vice President for Student Affairs, General Counsel, University Relations, and Counseling Center.
7) From this point, only the IEC will handle all communication with the Emergency Contact at the particular study abroad site, or, in the case of a faculty-directed program, the Faculty Director.
8) University Relations will handle all communication (internal, external, media, etc.) for the University. The IEC will be in continuous contact with University Relations for the duration of the crisis.
9) The Dean of Students will contact emergency contacts, as deemed necessary.
10) The Dean of Students or the Vice President for Student Affairs will contact family members in the event of the death of a student and will be responsible for all communication with the family.

Office of International Programs Crisis Committee
- Director of International Programs ....................................................... International Emergency Coordinator (IEC)
- Associate Vice President for Student Affairs and Dean of Students ............................................. Alternate IEC
- Ed. Abroad Advisor responsible for the program oversight or location ............................................ Alternate IEC
- Ed. Abroad Advisor (in the absence of the other Ed. Abroad Advisor) ............................................ Alternate IEC
- Director of Campus Safety & Security/Risk Manager
- General Counsel or Associate General Counsel
- Dean of College, Sponsor of program
- Department Chair, Sponsor of program

The following will be notified by the appropriate individuals:
- President
- Provost, Vice President for Academic Affairs
- Police Chief, University Police
- Vice President for Student Affairs
- Executive Associate Vice President for University Relations
- Director Counseling Center

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