

**Emergency Response Plan
FOR STUDY ABROAD STUDENTS**

**Global Education Office (GEO)
Center for Women's Intercultural Leadership (CWIL)
2021**

I. RESPONSIBILITIES

PREPARADNESS STAGE

CWIL-Global Education Office	Faculty Coordinators	Resident Directors (RD)	Students
<ul style="list-style-type: none"> ➤ Maintain student roster ➤ Keep emergency information from students ➤ Keep records of students' health insurance ➤ Update all information on a regular basis ➤ Disseminate basic emergency information to pre-departure students ➤ Offer SMC Emergency contact information ➤ Keep track of students with special medical needs ➤ Assess risk in areas ➤ Purchase medical insurance and emergency evacuation insurance for students 	<ul style="list-style-type: none"> ➤ Collect and verify health insurance of students ➤ Collect emergency information from students ➤ Collect passport/visa information ➤ Keep housing information ➤ Collect itinerary Information ➤ Collect names of students with special medical needs 	<ul style="list-style-type: none"> ➤ Host on-site orientation ➤ Maintain housing information ➤ Know local emergency numbers/contacts ➤ Establish and maintain contact with local embassies or consulates ➤ Register semester students with local embassies ➤ Collect and update student whereabouts ➤ Pay special attention to students with special medical needs ➤ Determine assembly points ➤ Disseminate specific information on health and safety to students 	<ul style="list-style-type: none"> ➤ Provide emergency contact information ➤ Inform RDs of whereabouts ➤ Understand emergency plan and assembly points ➤ Assemble an emergency pack ➤ Carry emergency contact information at all times

EMERGENCY STAGE

CWIL-Global Education Office	Faculty Coordinators	Resident Directors	Students
<ul style="list-style-type: none"> ➤ Determine course of action in conjunction with RDs and Faculty Coordinators ➤ Maintain support and contact with RDs ➤ Inform and update campus officials ➤ Keep a log of actions taken 	<ul style="list-style-type: none"> ➤ Determine course of action in conjunction with RDs and CWIL ➤ Maintain support and contact with RDs ➤ Keep a log of actions taken 	<ul style="list-style-type: none"> ➤ Determine course of action in conjunction with CWIL, Faculty Coordinators, and Consulate (evacuation, quarantine) ➤ Implement emergency plan ➤ Keep a log of actions taken 	<ul style="list-style-type: none"> ➤ Gather at assembly points ➤ Contact RDs/CWIL if unable to get to assembly points

II. STEP-BY STEP PLAN

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

1. Collect emergency contact information
2. Collect passport/visa information
3. Keep housing information (addresses, contact names)
4. Collect and keep itinerary information
5. Collect names of students with special medical needs

B. Pre-departure Preparedness: *CWIL-GEO 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 COVID-19
6. Offer students SMC on-campus emergency contact information
7. Keep track of students with special medical needs
8. Enroll students into the GeoBlue international insurance plan
9. Register students with the State Department Smart Traveler Program (STEP)
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-GEO** 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-GEO of changes in itinerary and excursions

E. In Event of Emergency

1. **CWIL-GEO** calls on-campus officials
2. **RDs** contact local embassies
3. Decision about action made jointly among **CWIL-GEO**, **Faculty Coordinators**, and **RDs** (to evacuate, quarantine, etc.)
4. **CWIL-GEO** informs SMC campus official and emergency contacts
5. **CWIL-GEO**, **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-GEO emergency contact information

Home-campus office: CWIL-GEO

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

Reference:

University of Maryland. (2006). *Study Abroad Emergency Action Plan*.