

METROPOLITAN STATE UNIVERSITY OF DENVER
STUDY ABROAD EMERGENCY COMMUNICATION PLAN
FACULTY COPY

Introduction

MSU Denver students have an opportunity to participate in study abroad courses offered by the University and directed by the MSU Denver faculty as well as enroll in courses offered by other institutions. It is vital that these students and faculty members can access the resources of the University to deal with any emergencies that may arise while the program participants are in another country. To facilitate such access, the University has established a task force and a communication plan for participants in study abroad programs. This communication plan is intended to provide 24-hour access to University resources and to facilitate a prompt institutional response to an emergency.

Emergency Defined

An emergency is a serious situation or occurrence that happens unexpectedly and demands immediate action. The types of emergencies that could occur are too numerous to imagine, but it is easy to appreciate that natural disasters, civil disorder, criminal activity or other misconduct, accidental injury and serious illness may seriously affect the program's activities and participants and demand an immediate response. Of course, access to the remote resources of the University is no substitute for the good judgment and quick response of the faculty program director and the participants. However, it is important that they be able to communicate quickly with appropriate campus officials when they can be of assistance.

Contacting the Home Campus

In the event of an emergency, the faculty tour leader or student should contact the new **Emergency Phone Number 001-303-615-1399**. This number is staffed 24 hours. The caller should be prepared to provide the communications technician with the following information: name of person calling, location of study program, nature of emergency and a call back number.

Procedure

I. Prior to Departure

1. Faculty leader will provide the Office of International Studies information about each participant using the provided form(s). Copies of these completed forms will be provided to Auraria Campus Police Department.
2. Faculty leader will provide each participant with such information as may be readily available concerning known risks and hazards, e.g. State Department travel advisories and Country Information Sheets, and encourage participants to learn as much as possible about the area from known resources.
3. Faculty leader will provide each participant and Auraria Campus Police Department with an itinerary of the program, including addresses and telephone numbers where the participants will stay.
4. Faculty leader will provide each participant with the addresses and telephone numbers of the U.S. Embassy and the nearest U.S. Consulate office and encourage participants to use these resources to address emergency situations.
5. Faculty leader will advise each participant to contact the Office of International Studies at the University directly in the event they observe what they reasonably believe to be misconduct by a program participant. The main number is 303-615-1222. Each participant should be encouraged to enter this number into their cell phone.
6. Faculty leader will inform the participants about the existence of the Emergency Communication Plan and provide them with the Emergency Telephone Number 001-303-615-1399. Each participant should be encouraged to enter this phone number into their cell phone.

METROPOLITAN STATE UNIVERSITY OF DENVER
STUDY ABROAD EMERGENCY COMMUNICATION PLAN
FACULTY COPY

II. Responding to Emergency

1. In the event of an emergency involving a student (accident, illness, sexual assault, family emergency), the faculty should:
 - (a) Assist student in seeking medical, legal or other professional assistance as necessary.
 - (b) Ascertain from the student, if possible, what additional assistance is needed.
 - (c) Make appropriate local reports.
 - (d) Consult with the student and document the nature of the crisis.
 - (e) Notify home campus and discuss most effective/appropriate course of action.

2. In the event of the death of a participant, the faculty should:
 - (a) Notify US Embassy or Consulate.
 - (b) Notify the MSU Denver Emergency Line at 001-303-615-1399. Home campus representative to notify parent/guardian and discuss appropriate course of action.
 - (c) Obtain medical documentation/report.

3. In the event of a natural disaster in the country of study and circumstances permitting, the following is recommended:
 - (a) Ascertain the status and conditions of participants and address urgent needs as quickly as possible.
 - (b) Notify the MSU Denver Emergency Line at 001-303-615-1399
 - (c) Discuss with home campus the appropriate course of action.
 - (d) Decide on the termination/continuation of the program.

4. In the event of an emergency that results in incapacitation of the program director, the following is recommended:
 - (a) If possible, a volunteer participant should be designated before the trip to contact home campus.
 - (b) Home campus will, in consultation with the department, determine the appropriate course of action.

5. Faculty leader and participants should note that caution must be taken prior to using any blood products overseas. The following is recommended:
 - (a) Prior to departure, participants should be strongly advised to consult their physicians for advice regarding appropriate vaccinations.
 - (b) In the event of an emergency while abroad, and if possible, contact the home campus health clinic for advice.

6. In the event that a natural disaster or other crisis occurs in the country where the study abroad course is taking place but all the participants are unharmed, the faculty leader should convey that information to the home campus so that the campus officials are able to respond to queries from the parents/families of the participating students.

Racial and Sexual Harassment - Issues related to racial or sexual harassment/misconduct should be reported directly to the Dean of Students Office at 001-303-615-0220. This should be done as soon as possible.

University Response - Upon receiving notification of an emergency from a student or a faculty studying abroad, the University contact, will follow up by contacting appropriate campus officials.