INTERNATIONAL NEVADA

Emergency Management Plan

GRADUATE STUDENT RESEARCH
STUDENT EXCHANGE
EXTENDED STUDIES
FACULTY DEVELOPMENT

10/11/2013
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Welcome

This Emergency Management Plan provides guidance with respect to the following international programs:

**University of Nevada Sponsored Programs (Sponsored)** – University of Nevada faculty or staff member takes a group of students abroad for a class, service, volunteer-work, research, performance, tour, or any combination of these; or program created by University of Nevada at a partner university abroad (i.e. Exchanges). We may contract a Resident Director at the site, offer a University of Nevada course there, etc.

**Non-University of Nevada-Affiliated Programs (Non-USAC)** - Programs not affiliated with the UNR. University of Nevada Faculty-Led Study Abroad Program Leaders, Exchange Program Administrators, Office of International Students and Scholars (OISS) and Extended Studies will be referred to in this document as **University of Nevada Sponsored Directors**. Every University of Nevada Sponsored Director abroad should be familiar with and have ready access to these emergency management procedures. Emergency response procedures are intended to guide faculty/staff and students in responding to an emergency such as death of a student or faculty and other traumatic events that can affect the study abroad program. These procedures are intended to be problem-focused interventions designed to identify and address the emergency and support productive responses.

The University of Nevada Sponsored Leader should be the "first contact" in dealing with in-country program management, including any emergency that may occur. All students and staff have a responsibility to contact the sponsored leader in any emergency situation. When an emergency does occur, the University of Nevada Sponsored Leader should contact the OISS, which will convene the Emergency Management Team.

**UNIVERSITY OF NEVADA, RENO EMERGENCY MANAGEMENT TEAM**

Assoc Dean, Students  
Assoc VP of Enrollment Services  
Assoc VP of Extended Studies  
Chief of Staff to the President  
Dean, Graduate School  
Director, University Police Services  
Exchange Administrator  
Exchange Coordinator -Office International Students and Scholars (OISS).  
Exec Vice President/ Provost  
Legal Counsel (as needed)  
Risk Management Representative(s) Vice Provost, Undergraduate Education  
Vice President for Student Services or their designee

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| **CISI Student Emergency Service Provider**-  
*Culture Insurance Services International* | Toll-free or collect from anywhere  
1+(609) 986-1234  
Within the US  
(800) 303-8120 |
|---|---|
| **CHARTIS Faculty/Staff-Crisis Response** | Toll-free or collect from anywhere  
(877) 244-3100 |

Overseas Contacts for Exchanges:  
[www.unr.edu/international/resources/exchange-and-cooperative-agreement](http://www.unr.edu/international/resources/exchange-and-cooperative-agreement)
ASSIGNED ROLES FOR RESPONDING TO A STUDY ABROAD EMERGENCY

Program Director or Sponsored Leader

- The Exchange Coordinator is the first line of contact for the on-site program director, faculty or student. If not available, use emergency response phone tree (Page 5)
- Respond to perceived and real emergencies.
- Defuse threat if possible by calling an onsite emergency response team to ensure health and welfare of participants.
- Respond to emergency site if the emergency threatens the health and welfare of the participants.
- Evaluate initial response needs (emergency medical attention, police report, OISS consult, State Department notification). Coordinate contacting appropriate authorities with OISS.
- Attend to needs of the group.
- Evaluate long-term response needs (counseling, student return to home country, other types of intervention).
- Complete an Incident Report (Page 25).
- **Keep a Log:** Take meticulous notes recording the incident and keep written documentation of all incidents including the following:
  - Describe the imminent or present risk.
  - Describe current status of affected participant(s) (location, physical condition, etc.).
  - Describe what monitoring/assistance affected participant(s) is getting.
  - Describe what impact this incident has on the entire group/program.
  - Report on others who may have already been notified of the incident (students, parents, local police, media, etc.).
  - Describe urgent need or expected response.
  - Answer any Incident Specific Questions detailed in the checklist on page 13.
- Follow Incident Specific Instructions detailed in page 13.

Exchange Coordinator or other first contact at the University of Nevada, Reno

- Gather information from all sources for use in making appropriate decisions about the management of the emergency.
- Contact appropriate persons/offices, including University of Nevada Study Abroad Emergency Management Team.
- Contact appropriate US consulate if needed. Coordinate contacting of authorities with Program Director / On-site Faculty.
- Maintain lines of communication between UNR and the emergency site.
- Notify appropriate UNR authorities of critical information (e.g., serious injury or death of student).
- Keep Vice President for Student Services (VP) informed of emergency status.
- In coordination with the Office of International Students and Scholars and Risk Management, arrange for the payment of monies needed to respond to emergency situations; authorize purchases and payments for such resources.

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Risk Management Office

- Convene Emergency Management Team
- Physically assign responsibilities to those within team.
- Communicate all updates on emergency situation to team.
- Keep President and Provost informed of emergency status.

Office of International Students & Scholars

- Meet and talk with the relatives as appropriate.
- Coordinate all activities of the Office of International Students & Scholars in the management of the emergency.
- Determine if additional off-campus resources are needed — or are needed to stand by — to effectively manage the emergency, and notify them if appropriate.
- Stay in contact with the leaders of the emergency service agencies and the law enforcement agencies working with the emergency.
- Serve as a clearinghouse of information for family.
- Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.
- Notify next of kin of participant death, in coordination with V.P. Student Services.

University Communications & Marketing

- Approve information to be shared with appropriate university personnel during and after the emergency.
- Communicate with President, Provost and general counsel offices for authorization to release information.
- Be aware that FERPA and Nevada public records statutes may limit the University’s ability to provide information regarding the emergency. Direct all questions to general counsel.
- Prepare formal statement and disseminate press release.
- Plan and coordinate press interviews.
- Maintain communication with Emergency Management Team.
- Establish and maintain a clearinghouse for calls and requests from the community and the media and refer those to the appropriate person or place.

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Abroad Planning Team DISCUSSION TOPICS:
*Is this going to be an educational, safe & successful experience?*

Whether or not to suspend a program, modify an itinerary or take other action is an institutional decision and should be based on several factors:

1) University’s tolerance for risk;

2) Specific location of the students;

3) University’s level of experience/expertise in the country;

4) the maturity of the student participants;

5) the level of control the University has over the program/itinerary/housing/activities;

6) the University’s ability to regularly monitor overseas news alerts and provide assistance in the case of a security emergency;

7) the specific location of students in relation to protests/hot spots;

8) the level of the University’s security information;

9) the level of the University’s evacuation services;

10) other.
Possible To do:

1. Regularly monitor news reports, US State Department Travel Warnings and Travel Alerts and Embassy Security Messages to watch for any signs of deterioration of events.

2. Confirm all means of contact with traveling faculty, staff and students, such as cell phone, text messaging, landline, email, Facebook, Skype, etc.

3. Consider, in addition to travel health insurance that includes medical evacuation coverage, insurance options for political insecurity and natural disaster evacuation.

4. Review the emergency response plan and consult with host institutions regarding their plans;

5. Consider possible scenarios and trip wires that would cause University to take additional action.

6. Issue guidance for students, faculty and staff; encourage them to follow the advice of the local partner staff and the US Department of State; advise travelers to pay close attention to their surroundings at all times, listen to local news reports, be alert to the potential for violence, and to avoid demonstrations and large gatherings.

7. Encourage students, faculty, and staff to register with the US State Department’s Smart Traveler Enrollment Program (STEP) to stay up to date with current safety information, including Embassy alert messages.

Consult international insurance carrier.

**Emergency Management Cycle**

10/11/2013
Assistance with study abroad emergency planning is available from OISS, and general training in emergency management is available from Risk. When considering emergency management for a program, the UNR study abroad team needs to consider emergency management as a cycle of four actions: prevention, preparation, response and recovery.

**Prevent:**
- Assess & Address vulnerabilities to decrease the need for response.
  - Review information about the program and campus
  - Assess facilities and grounds
  - Assess culture and climate

**Prepare:**
- Plan for a coordinated, effective response. Develop skills in the campus staff & students.
  - Get training and orientation for faculty leading trips
  - Understand basic principles of emergency management
  - Designate non-traveling staff to keep copies of your emergency contact information and plans
  - Review emergency plans of program or host institution and coordinate with contacts
  - Review study abroad crisis management document
  - Have students attend orientation

**RESPOND:**
- Take action to effectively contain and resolve an emergency.
  - Execute your emergency plans in coordination with the university, the host institution or program, and local response agencies
  - Activate communication plans using multiple modalities (e.g., e-mail, text message, and phone).
  - Determine and execute the appropriate response strategy.
  - Account for students, faculty, and staff.
  - Conduct an after-action report as a tool for modifying and improving the Emergency Management plan.

**RECOVER:**
- Restore the learning environment. Monitor & assess the healing. Implement lessons learned.
  - Physical and Structural Recovery
  - Business Recovery
  - Restoration of the Academic-learning Environment
  - Psychological and Emotional Recovery
Level of Emergency Reference Sheet

Scenario:

Minor medical (i.e., sprained ankle) or perceived emergency situations including: distortion of information provided by participant, anxiety of family member or other with little or no international experience, etc.

Emergency situations of any level should result in informing:

- University of Nevada Sponsor leader and/or
- Resident Director

Level 1

- Emergency that may affect a core number of people, loss of safety, or the program goals. Examples: student who needs to return home, or is needed to relocate, study abroad manager due to physical hazards. UNR Study Abroad Programming team will need more extensive help from University resources or the host institution. Examples: miss class/group functions, drug/alcohol abuse, behavior, cultural inappropriateness, sexual harassment, unsafe facilities or transportation.

Level 2

Large scale emergency situation that involves the entire group and/or surrounding community. The university will fully activate an emergency team to assist the UNR Study Abroad Programming team with a full range of resources. Example: natural disaster, serious physical/emotional illness or accident, trauma or physical assault, missing student for unknown reasons, death of a student or other program member, political coup, civil unrest or terrorism, incarceration, or kidnapping.

Level 3

Contact info:

Emergency situations of any level should result in informing:

- University of Nevada Sponsor leader and/or
- Resident Director

...
Major Medical & Accidental Insurance

All University of Nevada students studying, volunteering or providing service abroad are required to submit a UNR Study Abroad Proof of Insurance form to the UNR Study Abroad Office showing they have insurance that meets the UNR requirements listed here:

- Coverage overseas
- Sickness and accident coverage on a 24-hour basis
- Repatriation of Remains coverage of at least $50,000
- Emergency Medical Evacuation coverage of at least $100,000
- Lifetime max. benefit for accident or illness of at least $500,000

All UNR FSAP Directors should have a copy of each participating student’s proof of insurance form in case of an emergency.

N.B. For students covered by the Student Health Insurance Plan (SHIP) through Cultural Insurance Services International (CISI), the Plan coverage does meet the UNR study abroad health insurance requirements and includes unlimited medical evacuation and repatriation benefits provided through CISI. The Emergency Medical Evacuation services are not meant to be used in lieu of or replace local emergency services such as an ambulance. To access services call:

(800) 872-1414 Toll-free within the United States
+1 (609) 986-1234 Collect outside the United States

Services are also accessible via e-mail at CISIenrollments@culturalinsurance.com

Workers' Compensation Coverage for NSHE Employees Traveling to Foreign Countries for Approved Research and Programs

Coverage

- Description of Benefits and Other Services
- Type of Coverage: Foreign voluntary workers' compensation coverage
- Foreign Global Executive Support
- Covered Employees: Employees who are a U.S. or Canadian citizen or resident
- Covered Countries: Anywhere in the world, except the United State of America, its territories, possessions and Puerto Rico, or Canada and any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States applies to and prohibits the transaction of business with or within that country or jurisdiction
- 2013 Foreign Travel Card
- Type of Work: Work for the Nevada System of Higher Education (NSHE)
- St. Paul Fire and Marine Insurance Co - Policy number is 4603992

Medex Cards for use with Foreign Travel can be obtained by contacting the BCN Workers Comp office at (775) 784-4394.
Incident Specific Instructions

Student Discipline/Dismissal

*University Affiliated & Non-University Programs*

The sponsoring institution or agency may or may not choose to notify UNR that a student has been dismissed; however, FERPA specifically allows this for this.

*UNR Sponsored*

Students may be put on probation or suspended from a study abroad program in consultation with the Program Administrator and the Office of International Students & Scholars. This is intended to be an interim solution to deal with an urgent situation and does not necessarily impact student status at UNR.

**On-Site Response Checklists:**

- Discuss issue with the student. Explain why actions/behaviors are incompatible with success in the program.
- Provide student with the opportunity to present his/her version of events.
- If there is opportunity to give student a “warning” and put student on “probation,” this should be a first line of defense.
  - All warnings should be in writing and include description of issue and expected actions after warning. It should clearly indicate probationary status and what actions will take place if the student is dismissed.
  - The warning should be signed and dated by both the Program Director and the student.
- Depending on the severity of issue, students may be dismissed without warning – although it is advisable that Program Director get a second opinion from appropriate contacts at UNR before taking such action.
- The student may decide to terminate the program and return home. He/she should be informed in writing that the consequences of doing this are the same as a program dismissal.
  - Student and Program Director should sign and date.
- If the student is dismissed from the program, the following notice must be given in writing by the on-site director official:
  - Student is hereby suspended from, and will be given no credit for, the program. Student will incur the cost of dismissal and full cost of program, and will be escorted to the airport to leave the country.
  - Student and Program Director should sign and date the notice.
- On-site director should assist student with housing and travel arrangements for leaving program.
Detention/Arrest/Incarceration

Note: Participants are informed during orientation that they are completely subject to the legal jurisdiction of the host country.

On-site Information to Gather:
- Describe nature of incident leading to participant’s detention, arrest, or incarceration.
- What agency or authority made arrest/detention? (Name, phone number)
- Where is the participant being held or incarcerated?
- Have charges been filed?
- What are the charges?
- What is the case number?
- Were there witnesses?
- What rights have been granted?
- Has the U.S. Embassy/consulate been notified? If so, name, title, and phone number?
- What advice has the U.S. Embassy/consulate given?
- Is a representative from the Embassy/consulate able to talk to participant? If so, name and phone number?
- Has the participant been given legal representation? If so, name and phone number?
- What is the process and timeline?
- Has anyone else been notified of the incarceration (family, media)?
- Does the student want coaching or assistance in contacting parents?
- Refer parents to Office of International Students & Scholars
- Refer any media inquiries to University Media Relations

Crimes Against UNR Participant

Typical Problem: pick-pocketing, robbery, assault

On-site Information to Gather:
- Has student been given medical attention if necessary?
- Has notification/report been submitted to local law enforcement?
- Have appropriate contacts been made to report/replace stolen items (passport, credit cards)?
- Has stolen passport been reported to local embassy/consulate (If student is non-U.S. citizen, contact student’s home country Consulate)?
- Has passport been replaced as soon as possible, before leaving the host country?
- Has appropriate support been provided to the student?
- Have other students and faculty been notified as needed?

Missing Student

On-site Information to Gather:
- When and where was the missing person last seen or heard from?
- Did the person tell anyone of plans to be absent?
- Does anyone know or have an idea about where the person went?
- How was the person traveling? (alone, by train, etc.)
- Have you initiated any search efforts?
- Has a missing person report been submitted with local police? If so, what agency, what is case number?
- Are there search/rescue services available locally?
- What is description of student (height, weight, eye color, hair color, gender, race, distinguishing factors)?
- What is person’s passport number (home country, if not U.S)?
- Has U.S. State Department (or student’s home country embassy/consulate) been contacted? If so, State Department contact (name, title, phone number)?
- Have the IP and other appropriate UNR contacts been notified (See Appendix H)?
- Has anyone else been notified?
- Have the parents been notified (presuming we have permission to contact them in case of emergency)?

**Kidnapping or Hostage**
If a student is suspected or verified as being kidnapped:

**UNR Procedures**
- OISS will notify the Emergency Management Team and the Vice President for Student Services, as well as follow-up with the on-site director and Consulate as needed.
- The Vice President for Student Services will contact parents.

**On-site Information to Gather:**
- What verification do you have that a kidnapping has taken place?
- Has local law enforcement been notified? If so, when, contact person and phone number?
- Have kidnappers identified themselves?
- Have the kidnappers made ransom request? If so, what?
- Has the U.S. Embassy been notified (or student’s home country embassy/consulate) been contacted? If so, when, contact person, phone number?
- What is the U.S. Embassy response advice?
- Have UNR contacts been notified (see Appendix H)?
- Is negotiation support available on-site?
- Has emotional support to other students in the group been provided?
- Have the parents been notified (presuming we have permission to contact them in case of emergency)?

**Natural Disaster, Civil Unrest, or Terrorism**

**Definition:** hurricane, flooding, earthquake, fire, volcanic eruption, rioting, terrorism

**UNR Procedures**
When UNR is notified of a natural disaster or civil unrest, the OISS should contact the program sponsor/director to confirm status of students and determine if assistance is needed.

**On-site Information to Gather:**
- Describe the nature of the unrest/disaster.
- Is the group directly threatened or in imminent danger?
- Where is the group currently located?
- Are all participants accounted for and aware of risk?
- What advice have participants been given for response / precaution?
- Has the U.S. Embassy been notified? If so, when, contact person and phone number?
What advice has U.S. Embassy given?
Have local authorities imposed protections and/or restrictions?
Is travel restricted?
Is evacuation desirable? If so, when, where, how?
Does the student have SOS (or other service that can be used for evacuation)? Have they been contacted?
What are other program providers with programs in the target area recommending?

 Seek guidance/advice from the Embassy on evacuation decisions:
  Establish central communications contact.
  Identify student responsibilities and provide them with descriptions of specific emergency evacuation conditions and plans.
  Communicate specific instructions to students and staff (in writing where appropriate).
  Coordinate in-country transport of students and their belongings where conditions permit such travel.
  Ensure lodging and support arrangements at pre-disembarkation points.
  Coordinate travel arrangements to safe haven countries/regions with US Embassy.
  Limit movement of personnel to essential travel associated with emergency.
Emphasize the importance of staying in familiar territory during an emergency.

Response to Death of a Student

UNR Procedures
When UNR is notified of a student death, the OISS contacts the program sponsor to confirm. The Dean’s offices fulfill protocol for death of a student. OISS will proceed with the following:

  In cooperation with Sponsored Leader and U.S. Consulate, make arrangements for repatriation of remains (with insurance company and local authorities).
  Contact the Program Director to determine counseling needs of other students and staff on program once they return home.

On-site Information to Gather:
  Confirm status through local agency (police, hospital, consulate).
  Report to OISS immediately.
  Complete Incident Report (Appendix E)
  In addition to Appendix D, consult the following for further details:

Consular Report of Death of a U.S. Citizen Abroad
http://travel.state.gov/law/family_issues/death/death_600.html

Return of Remains of Deceased Americans
http://travel.state.gov/law/family_issues/death/death_595.html

Mental Health Emergency
Definition: Behaviorally out-of-control, psychosis, threat of homicidal or suicidal behavior.

Typical Problem:
- Student is exhibiting behavior symptomatic of mental illness and with sufficient severity to cause concern or to be disruptive to others.
- Student exhibits behavior symptomatic of alcohol or drug abuse.
- Student acknowledges suicidal ideation or makes suicidal threats/attempts

UNR Approved & Non-UNR Programs
When UNR is notified of a student mental health issue, UNR should prepare to assist the student when/if the student contacts UNR and then refer the student to appropriate resources (sponsor first).

UNR FSAP
On-site Information to Gather:
- Make sure student is monitored / not alone.
- What is the student’s support network (family, friends, counselor)?
- Obtain input/observations from others who have been interacting with the student.
- Is student willing to speak to a counselor voluntarily?
- If student has a counselor at home, encourage student to contact the counselor with you so that he/she:
  - Can assess the student's well-being
  - Give advice about remaining in the program (and care needed if applicable) or returning home.
- If student does not have a counselor at home, contact the student’s health insurance provider to find an appropriate local hospital and/or counselor to get advice on appropriate treatment.
- If student will not voluntarily talk to a counselor (and does NOT appear to be an immediate threat to self or others), clearly state behavioral expectations, and keep a log of all communications with student and related incidents, continue encouragement to seek assistance.
  - Description of student behavior (continuing or single incident)
  - Description of discussion with student about behavior
    - Describe nature of concern
    - Ask what issue may be
    - Determine if student is risk to self or others
    - Request that student voluntarily talk to the Program Director
  - If disruptive behavior persists, contact Study Abroad Coordinator for consultation on student dismissal.
- If student DOES appear to be an immediate threat to self or others and will not voluntarily talk to a counselor, contact the student’s health insurance provider for advice about getting help from a local emergency service provider to assess the student’s well-being and make a decision about treatment or medical evacuation to student’s home.
- If evacuation is deemed necessary, consult section L of this handbook.
- With student's permission, Sponsored Leader will arrange to receive written summary of the student's condition and treatment to facilitate the provision of needed follow-up care upon the student's return home.
Contact IP and the Vice President for Student Services Office regarding parental notification.

**UNR Procedures:**
- OISS will gather pertinent information from on-site coordinator.
- OISS will contact on-site coordinator and inform other appropriate staff of decisions.
- OISS assists with any follow-up needed (locating on-site counselor, transportation home).
- Post incident debriefing for faculty and staff members will be coordinated by the IP in coordination with the Program Director.

**Public Health Medical Emergency**

**Definition:** Public health medical issue, typically caused by an infectious agent, posing a real threat to participants that requires action to prevent acquiring the serious disease, including but not limited to taking preventive medication(s), vaccination(s), and potentially involving evacuation from the high risk environment.

**Examples:**
- Avian Influenza larger outbreak
- Pandemic Influenza outbreak
- SARS outbreak
- Meningitis outbreak
- Mumps outbreak

**UNR Approved & Non-UNR Programs**
When UNR is notified of a public health medical emergency, the IP should contact the program sponsor to confirm status of students and start the process of the UNR Study Abroad Emergency Team.

**UNR SPONSORED**

**UNR Sponsored Leader:**
- UNR Sponsored Leaders are responsible to monitor the daily status of international contagious disease outbreaks (e.g. Avian Influenza and Pandemic Influenza worldwide) before and while abroad through the CDC website (www.cdc.gov). If they do not have access to this information while abroad, they must inform the IP so that the IP can monitor it for them.

**On-site information to gather if notified of an individual student illness consistent with an ongoing public health medical emergency or if local news of a public health medical emergency precedes information gathered by the IP:**
- Describe the nature of the public health medical emergency.
- Get advice from UNR contacts on appropriate medical recommendations.
- Get advice from local hospital or physician for treatment of students exhibiting symptoms related to the public health medical issue.
- Determine the need to contact local counselors for consultation on management of the fear and anxiety created by the public health threat. This may include contacting the students’ health insurance providers to find appropriate local professionals.
Is the group directly threatened or in imminent danger?
Where is the group currently located?
Are all participants accounted for and aware of risk?
What advice have participants been given for response / precaution?
Has the U.S. Embassy been notified? If so, when, contact person and phone number?
What advice has U.S. Embassy given?
Have local authorities imposed protections and/or restrictions?
Is travel restricted?
Is evacuation desirable/necessary? If so, consult section L of this handbook.

Seek guidance/advice from the Embassy on evacuation decisions:
- Establish central communications contact.
- Identify student responsibilities and provide them with descriptions of specific emergency evacuation conditions and plans.
- Communicate specific instructions to students and staff (in writing where appropriate).
- Coordinate in-country transport of students and their belongings where conditions permit such travel.
- Ensure lodging and support arrangements at pre-disembarkation points.
- Coordinate travel arrangements to safe haven countries/regions with US Embassy.
- Limit movement of personnel to essential travel associated with emergency.
- With student's permission, Sponsored Leader will arrange to receive written summary of the student's condition and treatment to facilitate the provision of needed follow-up care upon the student's return home.

UNR OISS Procedures:
- Gather pertinent information from on-site coordinator.
- Convene the Emergency Management Team to develop recommendations for preventive treatment and evacuation based on advice from the Centers for Disease Control as well as local and state public health officials.
- Contact on-site coordinator with recommendations and inform other appropriate staff.
- Assist with any follow-up needed (locating on-site counselor, transportation home).
- Post-incident debriefing for faculty and staff members will be coordinated by the IP in coordination with Emergency Management Team.
Response to Trauma, Violence, Assault

**TRAUMA FROM FAMILY EMERGENCY:**

**Definition:** a member of the student’s or staff’s immediate family is injured or critically ill.

If a student's family notifies UNR of a family emergency, OISS should make contact with the UNR Sponsored Leader who will notify the student. For UNR Affiliated and Non-UNR programs, OISS should contact the student, make contact with the program sponsor to request support for the student, and notify the Emergency Management Team.

**Information to Gather:**

- Who is family member? What relation to student/staff?
- What is family issue?
- Is counseling available locally for student/staff?
- Does student/staff want to return to U.S.?
- What are consequences (academic and financial) of returning to U.S.?

**PHYSICAL OR SEXUAL ASSAULT:**

**Definition:** student or staff is physically or sexually assaulted by fellow student, faculty/staff, or other person.

The Sexual Harassment Policy is available at [http://www.unr.edu/eotix/sexual-harassment-policy](http://www.unr.edu/eotix/sexual-harassment-policy)

Note: This document is the official UNR policy – not all resources may be available at some sites.

**UNR Affiliated & Non-UNR Programs**

When UNR is notified of a student assault, IP/Vice President for Student Services will assist the student when/if the student contacts UNR and then refer the student to appropriate resources (sponsor first).

**On-site Information to Gather:**

- What are known details of incident?
- Has person obtained medical assistance? If so, where, what?
- Has incident been reported to local law enforcement? If so, agency, case number?
- Is counseling available? In English? If so, contact name, and phone number?
- Are there witnesses? If so, have they reported, do they need counseling?
- Does victim want to return to U.S.? If so, when?
- What are consequences (academic and financial) of returning to U.S.?
- Has anyone else been notified of this incident? (family, media, etc.)
- Is the person allegedly responsible a UNR student, faculty, or staff member?
Response to Serious Illness or Injury

**Definition:** An actual or potentially life threatening event, or any situation where a loss of consciousness, excessive loss of blood, or an altered breathing pattern occurs.

**UNR Affiliated & Non-UNR Programs**

When UNR is notified of a student medical emergency, IP should prepare to assist the student when/if the student contacts UNR and then refer the student to appropriate resources (sponsor first).

The Office of International Students & Scholars will work with the appropriate authorities (State Department, law enforcement, etc.) to ensure that family members are notified in the following circumstances:

- Serious injury or illness and student cannot make the decision about calling parents (i.e., unconsciousness or incoherence)
- Student's life is in jeopardy
- Student has died

**On-site Information to Gather:**

- Describe details of how/when illness/injury occurred?
- Where is student currently?
- Has insurance company been contacted for Major Medical and Emergency Assistance?
- What medical treatment has victim received?
- When and where was medical treatment obtained?
- Who was the attending physician? Does the physician speak English?
- What is the diagnosis? What is the prognosis?
- What is the prescribed treatment?
- Are other participants at risk (physical or psychological)?
- Does victim want to return to U.S.? If so, when?
- What are the consequences of returning to U.S. (medical, academic and financial)?
- Has anyone else been notified of incident (family, UNR)?
- Is evacuation necessary? If so, consult section L of this handbook.

Seek guidance/advice from the Embassy on evacuation decisions:

- Establish a central communications contact, coordinating communications with all agencies involved.
- Communicate specific instructions to students and staff (in writing where appropriate).
- Coordinate in-country transport of students and their belongings where conditions permit such travel.
- Ensure lodging and support arrangements at pre-disembarkation points.
Medical Evacuation Procedures

UNR Affiliated & Non-UNR Programs
When UNR is notified of a student medical emergency, OISS should prepare to assist the student when/if the student contacts UNR and then refer the student to appropriate resources (sponsor first).

UNR Sponsored
- On-site Coordinator consults local doctor to get as many details about student’s condition as possible, then contacts OISS.
- IP will contact Risk Management and insurance company to obtain pre-approval for medical evacuation.
- Insurance company determines if medical evacuation is necessary and if so:
  - how soon medical evacuation should occur
  - If medical or non-medical accompaniment of patient is necessary.
  - If patient will be transported to another city/country with appropriate medical facilities (most typical) or if the patient must be transported to home country/state.
- Insurance company (or its emergency service provider) must arrange transportation/medical support in order for it to be covered by the insurance carrier.
- Insurance company will usually communicate directly with medical provider but IP or On-site Coordinator may have to facilitate special needs information such as:
  - Destination
  - Special seating arrangements (stretcher, first class)
  - Special airport arrangements (wheelchair, stretcher, ambulance)
  - Special airline medical evacuation or airline’s permission in advance to fly (usually necessary if you want to bump another passenger, if stretcher needed, if medically accompanied, if medical support necessary, or if any other visibly obvious, serious medical problems.)
- On-site Coordinator should ensure the patient has passport and visa needed for departure from abroad and entry into USA or country en route. If passport is unavailable, contact US Embassy, consulate, or local foreign embassy for International Students, to obtain another passport or arrange for proper emergency documents.
- When patient's travel schedule is obtained from the insurance company, OISS will communicate with On-Site Coordinator and inform Vice President for Student Services if student wants parents or family notified and/or review pre-departure form to see if student has pre-approved emergency contact(s).
- On-Site Coordinator briefs patient about medical evacuation procedure.
- On-Site Coordinator acquires copy of patient's medical chart and ensures that all results are translated into English. Instruct patient to carry chart, etc. in hand luggage. Include any x-ray or lab results.
- On-Site Coordinator - make sure patient has any necessary medications or supplies he/she will need along the way.
- On-site Coordinator will determine if patient will go directly to hospital when arriving at destination and inform OISS.
- If direct hospital evaluation/admission will be needed, call parent or OISS to determine which hospital will be used and which form of transportation will be necessary.
If student and parent(s) do not agree on next course of action, UNR will facilitate communication between the two.

**Insurance Procedures:**

1. OISS contacts CISI or other insurance provider as soon as the decision for medical evacuation is made by local doctor or if the On-Site Coordinator feels medical evacuation is necessary.

2. Give insurance company the following information:
   a. Patient name
   b. Age
   c. Citizenship
   d. Medical problem
   e. Medical equipment needed in transport (e.g., blood, oxygen)
   f. Medical personnel needed in transport (e.g., anesthesiologist, nurse, other specialist)
   g. Name and phone number of local attending physician
   h. Place to which you want to medically evacuate patient
   i. IP and on-site telephone numbers and fax number
   j. State U.S. Guarantee of payment: Fiscal Data
   k. Whether someone will accompany the patient

3. Keep notes of all people contacted, and document instructions given.
Additional Resources

University of Nevada Policies

Acknowledgement of Risk and Waiver of Liability for UNR Study Abroad and International Travel & UNR Study Abroad Program Agreement
http://www.unr.edu/Documents/engineering/college/oissinfo.pdf

University of Nevada Alcohol and Drug Policies

UNR Sexual Harassment Policy
http://www.unr.edu/eotix/sexual-harassment-policy

State Department Protocol and Resources

American Consulate Emergency Services
http://www.travel.state.gov/travel/tips/emergencies/emergencies_1212.html

International Travel Safety Information for Students

Crisis Abroad – What the State Department Does
http://travel.state.gov/travel/tips/tips_1232.html#emergencies

Consular Report of Death of a U.S. Citizen Abroad
http://www.travel.state.gov/travel/tips/emergencies/emergencies_1204.html

Return of Remains of Deceased Americans
http://www.travel.state.gov/travel/tips/emergencies/emergencies_1191.html

Additional Resources

Center for Global Education Safety Abroad First Educational Travel Information
http://www.globaled.us/safeti/index.html

CIEE Emergency Preparedness Plan
STUDY ABROAD INCIDENT REPORT

Name of Student: ____________________________  ID# __________________
Date of incident: ___________________________  Time of incident: ____________
Location of Incident:  Country __________________ City __________________
    Site/Location _____________________________
    Address ____________________________________________
Description of Incident or Injury: ________________________________

______________________________
______________________________

Spoke to: ________________ Method of Communication: ________________ Date: __________

Summary of what he/she said (include who was there, circumstances leading to incident, and how incident played out): ________________________________

______________________________
______________________________

Spoke to: ________________ Method of Communication: ________________ Date: __________

Summary of what he/she said (include who was there, circumstances leading to incident, and how incident played out): ________________________________

______________________________
______________________________

Actions taken after Incident or Injury and/or next steps (include who is responsible to do what):

______________________________
______________________________

Report submitted by:

______________________________  ____________________________  _______
Printed Name  Signature  Date
Acknowledgement of Risk, Waiver of Liability and Conditions of Study Abroad and/or Travel Abroad
Countries with no U.S. State Department Travel Warning

Read this document carefully and in its entirety. It is a binding legal document. Initial each paragraph and complete bottom section before submitting to a UNR Study Abroad staff member.

I, the undersigned participant or parent/guardian, am aware that participation in international education and or travel (“Activity”) involves significant inherent hazards and risks, both foreseeable and unforeseeable. I acknowledge and accept all risks, which I understand include property loss or damage, bodily injury and/or illness and death. I understand that activities and their associated risks include but are not limited to the following: risks related to transit to and from the Activity locations including but not limited to travel by commercial, rented or private aircraft, bus, train, van, auto and watercraft; acts of terrorism, vandalism, civil unrest, or war; natural disasters; governmental restriction or regulation; adverse social and economic conditions; theft, kidnapping, or other criminal acts; loss of baggage or personal items, including but not limited to identification documents; inadequate food and water supplies; exposure to contaminated food, untreated water and disease; different standards of design, safety and maintenance of utilities, housing, facilities, roads, sidewalks, parking lots, trails, and terrain that may or may not be properly maintained; exposure to inclement weather including, but not limited to rain, sun, wind, snow, ice, and extremes of heat or cold; contact with dangerous animals, poisonous plants, insects and environmental or biological hazards; physical activities, while on campus or off, that may involve strenuous exertion that could place stress on cardiovascular and/or musculo-skeletal systems including but not limited to baggage handling; risk related to the rendering or receipt of emergency first aid, or other emergency treatment, and transport in medical emergencies; accident or illness in locations without access to appropriate medical facilities or supplies; and other unknown and unanticipated activities and risks.

In consideration of my participation in the Activity, I hereby voluntarily consent to and accept all risks associated with participation. To the extent permitted by law, I agree to indemnify, defend, save, hold harmless, discharge and release the State of Nevada, the Regents of the University of Nevada, their employees, agents, officers, trustees, contractors, volunteers, and or representatives (“Releasees”) from any and all liability, claims, causes of action or demands of any kind and nature whatsoever, including attorneys fees incurred by Releasees, that may arise from Releasees' negligent conduct in connection with my participation in activities related to the Activity. It is my express intent that this Acknowledgement of Risk, Waiver of Liability, and Conditions of Study and Travel Abroad shall serve as a release, discharge and assumption of risk for my heirs, estate, executors, administrators, assigns and all members of my family. I agree that this Acknowledgement of Risk, Waiver of Liability, and Condition of Study and Travel Abroad is to be construed and governed under the laws of the State of Nevada, and that if any portion hereof is held invalid, that the balance hereof shall, notwithstanding, continue in full legal force and effect. I understand that even though the University may grant credit for this experience, it in no way assures my safety.

In further consideration of my participation in the Activity, I agree that any legal proceeding brought by me or on my behalf against the Releasees arising in any way out of my participation in the Activity or the Washoe County, Nevada, and I agree to submit to the jurisdiction of such courts. I further agree that any such legal proceeding shall be governed by the laws of the State of Nevada.

I have been advised to carefully read the U.S. State Department Consular Information Sheet for all countries in which I will travel.

I understand that as an American citizen (or foreign citizen) in another country, I will be subject to the laws of that country. I agree to conduct myself in a manner that will comply with host country laws, regulations of my host university and/or sponsor, and standards of acceptable conduct, including but not limited to dress, manners, morals, politics, drug use, and behavior. I understand and acknowledge that the University does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family,
hotel, tour organizer or other provider of goods or services related to the Activity. I understand that all students traveling abroad in association with the Activity must at all times comply with University’s rules, standards, and instructions for student conduct and behavior, located in the Policies and Information of Interest to Students Brochure, available on-line at www.UNR.edu/riskmanagement. The University will be the sole judge of appropriate conduct and may terminate my participation in the Activity at any time. I will receive no refund of any fees and I will be responsible for arranging and paying for my own expenses of travel back to the United States.

I understand that I am required to have, at my own expense, adequate health, accident, evacuation, and repatriation of remains insurance to cover myself while outside of the United States, including travel prior to and after the Activity, and that I am responsible for and agree to pay all medical expenses I incur or that may be incurred on my behalf.

I hereby consent to first aid, emergency medical care, and admission to a hospital when necessary for administering such care, for injuries that I may sustain while participating in the Activity. The University may, but is not obligated to, take any actions it considers reasonable and warranted under the circumstances then-existing to protect my health and safety, and to incur such expenses on my behalf that it, in its discretion, deems reasonable and necessary. I agree to pay all expenses related thereto and hereby release the University from all liability for any such actions and expenses.

I understand I am responsible for determining my immunization status and researching and informing myself of the health warnings and diseases present at the Activity location and while traveling. It is important to follow the advice of your doctor and other health-care professionals regarding your individual medical and health-care needs. The Centers for Disease Control [http://wwwn.cdc.gov/travel/default.aspx](http://wwwn.cdc.gov/travel/default.aspx) publishes travel warnings related to health risks, as well as information about immunization requirements and other health considerations and advice for travelers.

I hereby certify that I am in good health and I know of no medical reason why I am not able to participate in the Activity.

I understand that the University retains the right, in its sole discretion, to make changes to or cancel the Activity prior to or after departure, and that it may require all participants to return to the United States. In the event of such changes or cancellation, the University will not be responsible for any resulting penalties or charges assessed by air, land, or water carriers, meal costs, hotel costs, or any other expenses related directly or indirectly to the change or cancellation.

In initialing each line and signing this document, I acknowledge that I have read the entire document, that I understand its terms, conditions, and the special risks, dangers, and hazards involved and that I have signed it knowingly and voluntarily. I further acknowledge that I am not relying on any representations, statements, or inducements, oral or written, apart from the foregoing written statement, made by the University or any of its representatives, agents, or employees.

Note: If participant is under 18 years of age, a parent/legal guardian must also sign and accept responsibility for the participant’s actions and terms of the above agreement.

Participant’s Name (Please Print)  Study Abroad Term(s)

Participant’s Signature  Date

Parent’s Name (Please Print)  Date
Study Abroad Program Agreement

Please read carefully and initial each paragraph.

I authorize the University of Nevada’s International Programs Office staff to send/give this application form, my academic records, and any other required records or documents to the prospective host institution/study abroad program or UNR faculty program leader. I understand that academic records of work I may undertake at my host institution will be sent to my home institution.

I agree to discuss my study abroad plan with my academic advisor, including the courses I plan to take overseas and how they will apply to my academic program at the University of Nevada.

I agree to notify a University of Nevada Study Abroad staff member in writing and my academic advisor immediately if I no longer want to be considered for placement on this study abroad program.

If I am placed on and attend this study abroad program, I agree that:

• I will take part in all aspects of the program.
• I will pay all program fees.

I understand that if I withdraw from the program anytime after accepting placement, I will be responsible to pay any fees paid on my behalf by the University of Nevada, or the host institution. These fees may be equivalent to the full program fee.

I understand that if I withdraw from the program after its start date, I will be responsible to pay the full program fee.

I understand that my placement may be terminated early by the University of Nevada if:

• I fail to remain enrolled full-time at my host institution (except during summer and other short-term programs that are less than a semester long, and programs that do not carry academic credit),
• I fail to maintain minimum academic standards as defined by my home or host institution
• I am found to be in violation of the laws or regulations of my host country or institution.

I understand that such terminations carry the same financial obligations as withdrawals.

I understand that if I am placed with a host family per my request, or my program requires me to live with a host family, I must live with that host family during my entire study abroad term(s) and that the UNR may terminate my study abroad status if I do not comply with this requirement. Students with extenuating circumstances must get written permission from the UNR Study Abroad Coordinator prior to making alternative living arrangements.

I will have the status of a non-degree student at my host institution (if applicable) unless I have applied for and have been admitted to a degree program.

My placement will be limited to the period for which I have been originally accepted. An extension can be granted only with written approval from my home and host institutions.

I understand that prior to participation in the study abroad program, the University will require me to sign an Acknowledgement of Risk, Waiver of Liability and Conditions of Study and/or Travel Abroad, and that I must submit for University’s prior approval a medical self-assessment, proof of insurance, information release, and advising and credit evaluation agreement (if applicable), all on forms provided by the University.

I am solely responsible for staying up to date on U.S. State Department information about the country/countries where I’ll be traveling before and during my trip.

I will register with the U.S. Embassy in the country/countries where I’ll be living.

I understand and agree to all the study abroad program stipulations stated above. Furthermore, I verify that all statements made by me on this application form are complete and accurate to the best of my ability.

Name: ___________________________________________  Study Abroad Term(s): ______________________
Signature: ______________________________________  Date: ____________________________