

SAMPLE TEMPLATE: Contingency/Emergency Procedures for Departmental Programs

I. GENERAL INFORMATION FOR HANDLING AN EMERGENCY

Name of Program: _____ Location: _____

On-Site Contact Person: _____

1. You should contact staff in the following order:

- Department Representative #1: _____
- Department Representative #2: _____
- Learning Abroad Center After-Hours Number: 612-626-9000
- OIP's International Health, Safety, and Compliance Officer: Stacey Tsantir, 612-625-5107

2. How can the University of Minnesota contact you and any on-site officials quickly in the event of an emergency?

(Include phone number(s), email address, physical address, etc.)

3. What are your procedures for students contacting you in the event of an emergency?

4. What is the contact information for the nearest U.S. embassy? (www.usembassy.gov)

Location of nearest U.S. embassy: _____

Emergency phone number (monitored 24 hours per day): _____

Email address: _____

5. How will you contact students and how quickly do you think this can be accomplished?

(Can this be done in 2 hours, 4 hours, 8 hours – based on where students are at the time?)

II. CONTINGENCY PLANS FOR EMERGENCY SITUATIONS

6. If students need to be gathered in a central location to transport them to another location, where would you gather them? How will they get to this location?

7. How will you transport students to the airport or to another designated location away from the program site?
(a) plane (b) train (c) motor vehicle (d) bus
(Please answer for both situations.)

8. How will you arrange for the students to fly back to the U.S. if the program is canceled?

9. If the emergency situation only involves one student (i.e., injury, personal health situation), what are the steps you would take to arrange for the students to return home?

10. If the students need to be evacuated to another location, where will this be, what stand-by arrangements have been made so that the new site is prepared to accommodate students?

11. Students should not be evacuated until you have confirmed plans with the designated department/OIP authority person (a decision will be made by the crisis management team), unless this is impossible (i.e., complete breakdown of telecommunications). How would you proceed given this situation?

III. APPENDIX

12. What do you give to students or how do you present health and safety concerns to students during orientation onsite at the beginning of the program? The instructions should include:
 - a. How you will contact students in an emergency.
 - b. Mode of transportation they should take to get to a central gathering point and how the program will pay for the transportation cost
 - c. What personal items they should bring in an emergency
 - d. How to arrange credit if the program is canceled prior to the end of the term

IV. OTHER

13. Additional comments that would be helpful to know