



## EMERGENCY PREPAREDNESS PLAN FOR FACULTY-DIRECTED NON-CUSTOMIZED PROGRAMS

Faculty program leaders on non-customized programs are tasked with creating an emergency preparedness plan that can be used in the event of an emergency. While it is not always possible to guarantee participants' safety or to eliminate all risks from an international environment, the creation of a crisis management plan will help to ensure a safe program is being carried out to the greatest extent possible.

This plan should be completed before departure from the U.S. and shared with the participants either at a pre-departure meeting and/or upon arrival in the host country. This detailed plan should be developed in its own word document. The goal of this document is for you to share your plans in a number of areas touching on student health and safety with UAB Education Abroad, both for us to support you in carrying them out, and for us to have on file in the event of an emergency at your destination.

### STUDENT ORIENTATION

Please describe the orientation that will be given to students, both before departure from the U.S. and upon arrival in the host location(s). What topics will be addressed? How might you tailor your orientations to students with varying levels of international experience?

### FREE TIME

Please describe how participants are advised on health and safety concerns during free, and how you plan to track students' whereabouts during free time (particularly in cases where students are leaving the city).

### CRIME PREVENTION AND RESPONSE

Please describe how students will be oriented to minimize their likelihood of becoming victims of common crimes in the area the group will be staying. What should you and/or your students do if they are victim of a crime (be sure to note procedures relating to Cleary Act and Title IX)? What would you do if a student were arrested for committing a crime abroad?

**Note:** be sure to take into consideration any Travel Advisory information available for the location(s) of the program, as well as any country- or city-specific crime & safety reports provided by OSAC.

### EMERGENCY SITUATION RESPONSE

Please describe your plans for the group in case of 1) a natural disaster, 2) a terrorist attack or significant civil unrest. How will you contact UAB EA? Do you have students' emergency contact information? Where will the group's meeting place be if communication is knocked out? Where will the group's meeting place be if communication is knocked out? What is your secondary meeting location if the first is compromised or unable to be accessed due to emergency event?

Examples include reviewing local emergency numbers as part of your communication protocols, designating meeting points, providing simple emergency phrases in the local language, etc.

### MEDICAL PREPAREDNESS AND RESPONSE

Please describe what procedures you would follow if a student was 1) sick, 2) hurt, or 3) required hospitalization (be sure to note how to use the travel medical insurance available on your program). What location-specific health concerns should students note prior to arrival?

### ALCOHOL POLICY

Please outline your policy on alcohol use that you will share with program participants.

### BACKUP LEADERSHIP

Please list the name and contact information of the individual who will act as program leader and UAB contact if 1) you are incapacitated, 2) you are required to stay with a student in the hospital during medical treatment, or 3) you are deemed not medically fit to travel prior to departure.