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| **PROGRAM NAME**: |  | **PROGRAM DATES:** |  |
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| **PROGRAM DIRECTOR(S):** |  |

UPON ARRIVAL

Call SA Office (+1.312.362.6962) or send an email message to your program manager or Scott Ozaroski, Assoc. Director of Program Management ([s.ozaroski@depaul.edu](mailto:s.ozaroski@depaul.edu)) or Nobi Hayashi, Director of SA ([nhayash1@depaul.edu](mailto:nhayash1@depaul.edu)) within 24 hours of your arrival to ensure that the communication line is open.

* During your trip: Always keep your mobile phone charged and turned on.

Check your e-mail periodically (ideally every 4-5 hours) to stay informed.

FIRST STEPS IN CRISIS

* Safety: Secure a safe location and ensure the safety and well-being of students
* Authorities: Contact or respond to the directions of local authorities.
* Embassy: Notify the local U.S. Embassy or Consulate about the crisis and follow whatever procedures they may require.
* DePaul: Notify DePaul of your location, your contact information and your status.
  + Call SA Office +1.312.362.6962 (during business hours)
  + Or DePaul Public Safety Office +1.773.325.7777 (24 hours)
* Documentation: Maintain a written log of the crisis, including dates/times, actions taken and all other relevant details. Program Director(s) are required to submit an Incident Report upon return.

COMMUNICATION with HOME OFFICE

* In the case of an emergency, you should be prepared to be on-call 24 hours a day until the emergency is resolved.
* During an on-going crisis, it is important to keep SA informed on a regular basis regarding the condition, safety and location of students and staff, and to pass along new information as it becomes available or conditions change.
* Use and check text and e-mail messages often during an on-going crisis as they may be the best means of communication. Otherwise, clarify with SA which form of communication is best for you, given the situation abroad.

COMMUNICATION with STUDENTS

* The primary means of communication will be mobile phones until the group has gathered together.
* In the case of an emergency, contact all students to determine and record their locations; and instruct them concerning where to go and what to do in light of the crisis.
* If you need to pass information onto all students, use the communication tree to ensure swift and systematic communication.
* Students are required to check-in with home in the case of emergency once the safety is secured.

**ASSEMBLY POINTS**

* Program Director(s), staff and students are to gather at designated location in the case of an emergency.
* Please make sure to visit these locations during the Arrival Orientation.

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| * **PRIMARY:** |  |
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| * **SECONDARY:** |  |
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**EVACUATION**

* In the event of a significant crisis, evacuation of all students will be required. The decision will be made by the Director of Study Abroad and conveyed to you via phone, fax or e-mail.
* In the case evacuation is necessary, Program Director(s) are expected to make arrangements for evacuation in collaboration with the local U.S. Embassy/Consulate and SA.

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| * **Airport Information** |  |
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| * **Flight Information** |  |
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| **DePaul Public Safety Department**  Phone: +1.773.325.7777 (24 hours)  **Study Abroad (SA)**  1 E. Jackson Blvd, Daley 411  Chicago, IL 60604 U.S.A.  Phone: +1.312.362.6962  Fax: +1.312.476.3260  E-mail: [abroad@depaul.edu](mailto:abroad@depaul.edu) | **Country Code**  **International Call Prefix**  [To call abroad from before the country code] |
| **Program Director Name**  Tel.:  Onsite Tel.:  E-mail: |
| **Accommodation Information**  [Date range(s)]  [Location(s)] | **Nearest U.S Consulate or Embassy**  Address  Address  Tel.:  Emergency number:  E-mail:  Web: |
| **CISI Insurance**  1 High Ridge Park  Stamford, CT 06905  Phone: +1-800-303-8120 ext. 5130 OR  +1-203-399-5130 (collect)  [claimhelp@culturalinsurance.com](mailto:claimhelp@culturalinsurance.com)  **DePaul Policy#GLM N04983476**  **24 hour emergency assistance**  **(through Assist America)**  Phone from the US:: +1-800-872-1414 OR  Phone from overseas +1-609-986-1234 (collect)  E-mail: [MEDSERVICES@ASSISTAMERICA.COM](mailto:MEDSERVICES@ASSISTAMERICA.COM)  Web: [www.culturalinsurance.com](http://www.culturalinsurance.com) | **Emergency Number** (Fire, Medical, Police)  **Local Fire Department/Rescue**  **Emergency Facility/Hospital**  **Police Department** |
| **English Speaking Doctors** |