

# University of Wisconsin Superior Emergency Abroad Response Plan

## Pre-Travel Considerations

All students will receive a pre-departure orientation in which health and safety issues are emphasized and discussed.

## General Security Precautions

The Office of International Programs (OIP) will:

- keep a photocopy of emergency contact information on file at UW Superior and at the program site and the faculty leader will keep a record of passport information for all students.
- encourage students to develop a reasonable family communications plan that includes contingencies for emergency situations.
- encourage students to register their passport numbers and travel information with the U.S. Department of State before travel.
- **encourage faculty leaders to keep up-to-date contact information for all students during free time if extended students absences from the study abroad site are expected.**
- keep students informed about U.S. State Department Travel Alerts and Travel Warnings either by emailing or phoning (whichever is most appropriate) faculty leaders or students on exchange programs.
- record specifics on the methods of communication that are appropriate for each individual program site.
- **encourage faculty to establish and test a procedure for contacting students in an emergency (i.e. phone tree).**
- **encourage faculty leaders to designate a student who will receive a copy of the emergency response plan from the faculty leader and who will contact the appropriate office at UW Superior in the case of an emergency.**

Faculty leaders will:

- **give students the CISI card, which includes the contact information for Team Assist.**
- **give students an emergency contact card to carry in their wallets/purses that includes on-site and U.S. phone/fax/e-mail.**

Campus Safety will:

- function as a 24-hour contact and will receive updated program information, including participant lists, faculty leader contact information, itineraries, etc.

## Safety Precautions for Individual Students

The OIP will work with the Dean of Students office to access education records and records pertaining to conduct on campus, in residence halls and off campus for the purpose of determining eligibility to participate on a UW Superior-sponsored study abroad program. Students may not be eligible to participate based on their records or may be required to sign a behavioral contract. Students will sign a waiver allowing the sharing of this information.