

University of Wisconsin Superior

Emergency Abroad Response Plan for Mental Health Issues

General Security Precautions

- All students are asked to complete a self-assessment of medical needs which includes information pertaining to mental health issues in advance of study abroad. To conform with ADA regulations, this step happens after a student has already been accepted to a program.
- The OIP will cover information related to bringing prescriptions abroad during orientation.
- Faculty leaders will give students the CISI card, which includes contact information for Team Assist.
- The OIP will give students an emergency contact card to carry in their wallets/purses that includes on-site and U.S. phone/fax/e-mail.
- The OIP will encourage students to develop a reasonable family communications plan that includes contingencies for emergency situations.

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.
- *All students sign the following statements. All UW Superior faculty and staff are held to the same standards:*

16) affirm that there are no mental health-related reasons or problems that preclude my participation on this Program.

17) **(This paragraph applies only if you have consulted with a health professional about a mental health issue in the past.)** have consulted with a psychiatrist, medical provider and/or mental health professional with regard to my mental health needs. I affirm that I am stable on my current medications and that my doctor is willing to prescribe enough medication to last for the duration of my planned program abroad. I agree to take all prescribed medications exactly as prescribed by my doctor and that I will carry both the original prescription with me and a note from my doctor explaining the situations in which I can self-regulate dosages. I have arranged, through insurance or otherwise, to meet any and all needs for payment of mental health care, if needed, while I participate in the Program. I recognize that neither the University nor my hosts abroad are obligated to attend to any of my mental health needs, and I assume all risk and responsibility therefore. If I require treatment or hospital care, in a foreign country or in the United States, during the Program, the University is not responsible for the cost or quality of such treatment or care. I understand that the insurance available to me through the UW System policy may not cover all expenses for mental health care. I understand that I will be withdrawn from the program abroad and required to return home, at my own expense, if I do not take my medication as prescribed or if my mental health negatively affects my own stability, other students, my hosts, or, if on a faculty-led program, the ability of the group leader/s to teach courses and attend to the group. I understand and agree that the UW Superior Dean's Council will become involved if I exhibit symptoms of mental health problems. I further understand that this information will be held in strict confidentiality and maintained only for the purposes of the study abroad program.

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Arrest or impending arrest (level 3)
Culture shock, minor (level 1)
Death (level 3)
Depression, severe (level 3)
Discrimination, non-violent (level 2)
Disruptive behavior (level 2)
Distress, minor such as anxiety or temporary (as opposed to chronic) depression (level 1)
Eating disorder (level 2)
Harassment, non-violent (level 2)
Homesickness, minor (level 1)
Homicide, attempts or threats (level 3)
Inability to care for self (level 3)
Incapacitation, mental health-related (level 3)
Intolerance, non-violent (level 2)
Instability, individual showing signs of (level 2)
Mental health needs, individual requiring the faculty/staff/students to attend to (level 2)
Prescription dosages, self-regulating (level 2)
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 attempts or threats (level 3)
 completed (level 3)
Violence, acts of (level 3)

Emergency Levels

Emergency Level 1

An occurrence or the potential for an occurrence that could be considered routine (examples include signs of worries, sadness, difficulty adjusting, minor stress, homesickness, or culture shock).

- **Responsibility:** Handled directly by the affected individual. The faculty leader may also assist, if necessary and appropriate.
- **Reporting:**
 - **OIP:** not required.
 - **Dean's Council:** not required
 - **Team Assist:** not required
- **Action:** Determined by the affected individual.

Faculty Leader: The faculty leader should advise the affected individual, including providing information on the option to call the Team Assist at **Collect EuropAssist 24/7/365 #: 1-240-330-1520**

The faculty leader may also call the UWS Health and Counseling Services at (715) 394-8236 or (715) 394-8394 (Coordinator's direct line) for information on supporting students if there is potential for movement from minor stress, homesickness or culture shock to severe stress. These numbers are answered during normal business hours.

Affected Individual: The affected individual may consider calling the UW Superior Health and Counseling Services at (715) 394-8236 or (715) 394-8394 (Coordinator's direct line) during normal business hours.

UWS Health and Counseling Services: May, after getting student release, consult with Interim Director, International Programs and/or faculty leader.

Emergency Level 2

An occurrence or the potential for an occurrence that requires a response beyond a routine capacity (examples include non-violent acts of intolerance, discrimination, harassment; lack of self-care (self mutilation, eating disorder); individual showing signs of instability or other behaviors which may lead to an increase in health or safety risk for the individual or any member of the group or community; suicide ideation without current intent; disruptive behavior; individual indicating that s/he is not taking medications regularly as prescribed; individual requiring the faculty leader, other students on the program or other UW staff to attend to mental health needs; etc.).

If the subject has threatened violence, work under the guidelines of “Level 3” below.

- ***Responsibility:*** Handled by the faculty leader, the Interim Director, International Programs, the UWS Health and Counseling Services Coordinator, (and Team Assist when appropriate).
- ***Reporting:***
 - **The faculty leader reports** the occurrence or the potential for an occurrence **to the Interim Director, International Programs** immediately. If immediate notification is not possible, the faculty leader notifies the OIP as soon as can be arranged and documents the reason for delayed reporting.
 - **The Interim Director, International Programs reports** the occurrence or the potential for an occurrence of mental health concerns **to the UWS Health and Counseling Services Coordinator**, which may in turn report to the **Dean of Students** or other services.
 - **The Interim Director, International Programs reports** the occurrence or the potential for an occurrence of discipline issues **to the Associate Dean of Students responsible for the Student Discipline Code**.
 - **The Interim Director, International Programs reports** the occurrence or the potential for an occurrence of issues related to faculty **to the Office of Human Resources and the faculty member’s supervisor**.
 - **The Interim Director, International Programs MAY contact an Accused’s emergency contact** if the Accused is engaged in non-violent acts of intolerance, discrimination, stalking or harassment.
 - **The Interim Director, International Programs will contact a Victim or alleged Victim’s emergency contact ONLY** with the written prior approval of the reporting Victim.
- ***Action:***
 1. Immediately begin logging information related to the situation, including information received from the individual, others in or outside of the group (include their names when logging) and personal observations.
 2. When appropriate, approach the individual in a setting which is not public to address the

behavioral concern and hear the individual's explanation.

3. Consult with the Interim Director, International Programs to formulate a response to the student (if possible).

4. If appropriate, give the individual a behavior contract. The behavior contract should include a prepared written statement, ready for the individual's signature, detailing the behaviors which must change and the consequences of not changing those behaviors. The Interim Director, International Programs will provide a sample statement for you in advance. The Interim Director, International Programs or the Associate Dean of Students responsible for the Student Discipline Code can also create tailored statements for you while you are abroad, to be sent via email or fax.

5. Send a copy of the signed behavior contract to the Interim Director, International Programs, unless technological limitations make this impossible.

After the statement has been signed by the student, the faculty leader should:

6. continue to log information related to the student's behavior.

If the behavior continues, the faculty member may elect to:

7. Send the student home at his/her own expense

AND/OR

8. Report the student's behavior problems to the Associate Dean of Students who is responsible for the Student Discipline Code. The Associate Dean of Students will then follow the procedures for on-campus violations in its follow-up.

- Faculty leaders will advise Accused staff who may be engaged in non-violent acts of intolerance, discrimination, stalking or harassment to leave the program site, having no further student contact, immediately. If allegations are dropped and those who forwarded the allegation attest to this in writing, the staff member may return to the program site. If the allegations are not dropped, the staff member must remain away from the program site and may not have further contact with the students.
- Reporting Victims may decide whether to continue participation on the program or return to the U.S. Those who choose to return to the U.S. should do so with the help of Team Assist but are not required to use their services.

- **Other Action:** Action may be taken by the student (unless inappropriate). Action **must also be** taken by the faculty leader, the Interim Director, International Programs and the Health and UWS Health and Counseling Services Coordinator or Dean of Students according to UW Superior procedures/policies.
 - **Victims and alleged victims:** Reporting Victims should call the UW Superior UWS Health and Counseling Services at (715) 394-8236 or 394-8394 (Coordinator's direct line) and/or Crisis Line at 1-800-634-8775. Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Superior emergency reserve fund. Note that the UWS Health and Counseling Services office is available only during normal business hours. At all other times, please call the Crisis Line.
- Accused:* Accused individuals should call the UW Superior UWS Health and Counseling Services at (715) 394-8236 or (715) 394-8394 (Coordinator's direct line) and/or Crisis Line at 1-800-634-8775. Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Superior emergency reserve fund. Note that the UWS Health and Counseling Services office is available only during normal business hours. At all other times, please call the Crisis Line.
- **Faculty Leader:** will request support from Team Assist in: identifying local resources for Reporting Victims; removing someone/the group (Accused and/or Reporting Victim/s) from the program site or to the U.S., etc.
 - **Interim Director, International Programs:** will work with the faculty leader, Team Assist and, when appropriate, US government and other resources abroad to support students who return home before the official program end date.
 - **Health and UWS Health and Counseling Services Coordinator and Dean of Students:** The Health and UWS Health and Counseling Services Coordinator and/or Dean of Students will identify a staff member or another service office either on or off campus to work directly with the individual abroad unless technologically impossible. This designated staff member will coordinate reporting to other UW Superior offices as required/recommended by UW Superior policy. This designated staff member will also work as a member of a team consisting of the Interim Director, International Programs, the faculty leader and Team Assist.

Emergency Level 3

An extraordinary event or the potential for an extraordinary event that requires a response beyond a routine capacity (examples include indications that someone may be suffering from severe depression; severe agitation; paranoia; delusions; suicide/homicide attempts or threats; psychosis; incapacitation or inability to care for self; arrest or impending arrest; death, including completed suicide; violence and sexual assault; other acts of violence; etc.).

- **Responsibility:** Handled by the faculty leader, the Interim Director, International Programs, the Health and UWS Health and Counseling Services Coordinator and/or Dean of Students, and Team Assist.
- **Reporting:**
 - **The faculty leader:** The faculty leader reports the occurrence **or the potential for an occurrence** to the Interim Director, International Programs immediately. If immediate notification is not possible, the faculty leader notifies the OIP as soon as can be arranged and documents the reason for delayed reporting.
 - **Interim Director, International Programs:** The Interim Director, International Programs reports the occurrence **or the potential for an occurrence** to the UWS Health and Counseling Services Coordinator and the Dean of Students.
 - **UWS Health and Counseling Services Coordinator or Dean of Students:** The UWS Health and Counseling Services Coordinator or Dean of Students will report incidents as required/recommended by UW Superior policy to the Associate Dean of Students responsible for the Student Discipline Code, and other appropriate offices.
 - **Team Assist:** The faculty leader reports the occurrence to Team Assist immediately in such cases as the following: when there are indications that someone may be suffering from severe depression or having suicidal thoughts; when there are indications that acts of violence, stalking or harassment may require the removal of someone from the program site (Accused and/or Reporting Victim); or a similar occurrence.
 - **Emergency Contact:** The Interim Director, International Programs will:
 - a) contact the individual's emergency contact IMMEDIATELY in cases of individuals suffering from severe depression or having suicidal thoughts.
 - b) contact an Accused individual's emergency contact IMMEDIATELY if the Accused individual may have been involved in sexual violence, other acts of violence or any other action which may be an arrestable offence in the host country does not agree to leave the country IMMEDIATELY.
 - c) contact the emergency contact of a reporting Victim ONLY with the written prior approval of the reporting Victim.

- **Action:**
 - Individuals who are not hospitalized but are suffering from severe depression or having suicidal thoughts **MUST** return to the U.S. **WITH** assistance from Team Assist.
 - Individuals accused of sexual violence, other acts of violence or any other action which may be an arrestable offence in the host country **MUST** return to the U.S. **IMMEDIATELY**. It is in the best interest of Accused individuals to return immediately rather than risk facing arrest. Accused individuals may not be given the opportunity to prove their innocence at all, much less in a timely manner, in some countries.
 - Victims and alleged victims may decide whether to continue participation on the program or return to the U.S. Those who choose to return to the U.S. should do so with the help of Team Assist but are not required to use their services.
- **Other Action:** Action may be taken by the student. Action **must also** be taken by the faculty leader, the Interim Director, International Programs and the Health and UWS Health and Counseling Services Coordinator and/or Dean of Students according to UW Superior procedures/policies.

Suicidal Individual/Individual in Crisis: should call the Crisis Hotline at 1-800-634-8775 and/or the UW Superior Health and Counseling Services at (715) 394-8236 or (715) 394-8394 (Coordinator's direct line). Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Superior emergency reserve fund. Note that the UWS Health and Counseling Services office is available only during normal business hours. At all other times, please call the Crisis Line.

Reporting Victims: Reporting Victims should call the UW Superior Counseling Center at (715) 394-8236 or (715) 394-8394 and/or Crisis Line at 1-800-634-8775. Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Superior emergency reserve fund. Note that the UWS Health and Counseling Services office is available only during normal business hours. At all other times, please call the Crisis Line.

Accused: Accused individuals should call the Crisis Hotline at 1-800-634-8775 and/or the UW Superior Health and Counseling Services at (715) 394-8236 or (715) 394-8394. Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Superior emergency reserve fund. Note that the UWS Health and Counseling Services office is available only during normal business hours. At all other times, please call the Crisis Line.

- **Faculty Leader:** The Faculty Leader must assess the individual's need for hospitalization. The faculty leader will request support from Team Assist in: identifying local resources for dealing with depression or suicidal thoughts; identifying local resources for reporting victims; removing someone/the group (Accused individuals and/or reporting Victims) from the program site or to the U.S., etc.
- **Interim Director, International Programs:** The Interim Director, International Programs will work with the faculty leader, Team Assist and, when appropriate, US government and other resources abroad to support students who return home before the official program end date. The Interim Director, International Programs will begin the "Action Timeline for Level Three Events" (from Emergency Abroad Response Plan) when appropriate.

- ***UWS Health and Counseling Services and Dean of Students:*** The UWS Health and Counseling Services Coordinator and/or Dean of Students will identify a staff member or another service office either on or off campus to work directly with the individual abroad unless technologically impossible. This designated staff member will coordinate reporting to other UW Superior offices as required/recommended by UW Superior policy. This designated staff member will also work as a member of a team consisting of the Interim Director, International Programs, the faculty leader and Team Assist.

University of Wisconsin Superior Support Offices

The UWS Health and Counseling Services 715) 394-8394

Crisis support and individual counseling to students while they make decisions about how to proceed after experiencing sexual assault, domestic/dating violence, stalking, sexual harassment or other incidents of violence. <http://www.uwsuper.edu/wb/shcs/>

Human Development Center (HDC) Crisis line: 1-800-634-8775

HDC and Miller Dwan Medical Center provide a 24 hour, seven days a week phone emergency service to assist anyone who is in crisis. This toll free number is an open line for residents in the Northland to call when feeling overwhelmed by problems that interfere with the ability to cope with feelings, family, job or other relationships. Contact with the Crisis Team is made through this number. The Crisis Team is available to respond with mental health emergency services. <http://www.hdchrc.org/ercrisis.html>

Center Against Sexual and Domestic Abuse (CASDA) <http://www.casda.org>

CASDA is a private non-profit organization serving survivors of domestic, sexual and child abuse in Northwestern Wisconsin. Services are provided to women, men, and children from all walks of life. The main office of CASDA is located in Hawkes Hall on the University of Wisconsin campus in Superior. Some of the services they provide include **24-Hour Crisis Line, 1-800-649-2921**, Counseling, guidance, emotional support, crisis intervention and information and referral, and emergency shelter - designed to provide a "safe space" for individuals needing to escape from or take time out from violent homes

Program for Aid to Victims of Sexual Assault (PAVSA) <http://www.pavsa.org/>

For residents of southern St. Louis County, Minnesota **Crisis line: (866) 229-7425**

Dean of Student Life Office (715) 394-8241 <http://www.uwsuper.edu/wb/studev/>

Responsible for the administration of the procedures that involve student conduct.

UW Superior Campus Safety (715) 394-8114 <http://www.uwsuper.edu/safety/index.cfm>

The Office of Human Resources 715-394-8141

Assistance to individuals who have concerns and questions about discrimination and racial, ethnic, or sexual harassment. Administers internal discrimination grievance and harassment procedures and conducts investigations relative to complaints. http://www.uwsuper.edu/wb/hr/affirmative_action/

The Employee Assistance Program <http://www.uwsuper.edu/wb/hr/eap/>

Helps employees positively address personal or work related problems.

UW-Superior Emergency Abroad Documentation Form

1 . Date of incident: _____

2 . Who was involved: _____, _____

3 . Location: _____

4 . Initial contact at UW-Superior :

Date: _____ Time: _____ How: _____

Name and number of individual contacted : _____

5 . Initial contact on location: _____

Date: _____ Time: _____ How: _____

Name and number of individual contacted: _____

6 . List in chronological order steps taken to deal with the situation:

a) _____

b) _____

c) _____

d) _____

e) _____

7 . List any other pertinent information :

CONTACT INFORMATION:

Name _____ E-mail _____

Address _____

Phone Number _____ Fax _____

Add additional pages, if needed