
EVACUATION PLANNING PROCEDURES FOR STUDY ABROAD EMERGENCIES

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By

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APPENDIX B: SAMPLE INCIDENT REPORT

- Name of participant
- Date of birth
- For medical issues:
 - Hospital/Clinic where student is being treated
 - Name and contact information of doctor treating student
 - Type of injury - outlook for next 24 hours (Will surgery be necessary? When will the patient stabilize?)
 - Is the student conscious? Can the student communicate with the staff?
 - Is there any health history information the doctors need?

For Office staff:

Contact with parents/emergency contact person:

- Name:
- Phone/email:
- Immediate concerns:
- Will call with regularly scheduled updates: next call scheduled for:

APPENDIX C: WORLD DISASTER OR EVENT RESPONSE TEMPLATE

This template has been adapted from work by Joseph Brockington, Ph.D., Kalamazoo College

Study Abroad staff will fill in the blanks and send to college communications staff as soon as possible after a world disaster or event.

NAME OF INSTITUTION, through its NAME OF STUDY ABROAD OFFICE, is working to account for and provide any needed assistance to all [INSTITUTION NAME] students, staff and faculty who may have been impacted by the [insert event or world disaster] in [insert country or region]. Currently, we are aware of [insert ##] students in [insert country or region] for [College purposes/study abroad/summer research, etc.]. *They are safe and accounted for. All have been reminded to stay in regular contact with program staff and with loved ones at home to lessen anxiety over news reports associated with these events.* Faculty and staff numbers are not confirmed at this time, but any needed assistance is being coordinated in partnership with our local program staff and our insurance carrier.

The College is also providing support to students and scholars from [insert country or region] who are in on our campus during this difficult time in their homeland.

The STUDY ABROAD OFFICE is the central coordinating international office for [INSTITUTION NAME]. As the college's international office, the [INSTITUTION NAME] supports the globalization of the teaching, learning, research, and engagement on campus. In this effort, the [INSTITUTION NAME] works closely with faculty, students, staff and the community to comprehensively internationalize [INSTITUTION NAME]. Currently, international students from approximately thirty countries account for nearly ten percent of the student body.

For more than fifty years, [INSTITUTION NAME] and its students have engaged the world through a rigorous study abroad program and summer international independent internships and research. More than 80% of graduates have studied abroad at immersive three-, six-, and nine-month programs in twenty-five countries on six continents. Many also travel abroad for internships and senior independent projects. The college, through its Center for International Programs, is a recognized expert in international risk management, risk assessment, and emergency response planning.

Any news media requests should be directed to the Office of College Communications (John Doe, jdoe@email.edu, 803.111.1111 (office), 734.111.1111 (mobile). After-hours emergencies should be reported to College Security at 734.111.1111.

Recent world events underscore the importance of planning for the most extreme circumstances: the earthquake in New Zealand, the tsunami and nuclear crisis in Japan, and political unrest in the Middle East. Is your study abroad program prepared for an emergency evacuation?

As study abroad programs grow in higher ed, so too does the need for crisis planning. This guide will walk you through many scenarios and how to resolve them, and will review:

- 5 critical steps to developing an effective evacuation plan
- Tools and checklists for on-site protocols in the event of a medical evacuation, a natural disaster, or political unrest
- How to ensure clear communication during the response and evacuation
- How to determine the appropriate response to the event
- What to expect regarding the costs of evacuation
- How to respond to media inquiries effectively

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