

Local Contact 1:

Name: *Click here to enter text.*
Phone / text: *Click here to enter text.*
Email: *Click here to enter text.*

Local Contact 2:

Name: *Click here to enter text.*
Phone / text: *Click here to enter text.*
Email: *Click here to enter text.*

Accommodations:

Name: *Click here to enter text.*
Address: *Click here to enter text.*
Phone: *Click here to enter text.*
Mobile: *Click here to enter text.*

U.S. Embassy:

Name: *Click here to enter text.*
Hours: *Click here to enter text.*
Phone: *Click here to enter text.*
Fax: *Click here to enter text.*
Email: *Click here to enter text.*
After-Hours Emergency: *Click here to enter text.*

Local Hospital(s) or clinic(s):

Name: *Click here to enter text.*
Address: *Click here to enter text.*
Telephone: *Click here to enter text.*
Contact person: *Click here to enter text.*

Local Government Contact:

Name: *Click here to enter text.*
Address: *Click here to enter text.*
Phone: *Click here to enter text.*
Fax: *Click here to enter text.*
Email: *Click here to enter text.*

En Route

- Flight delays:
 - Communicate flight delays with all other trip leaders and designated CCC contact (above)
 - If necessary, contact destination partner to make adjustments to ground transportation

- Flight cancellations:
 - Flight cancellations will be dealt with on a case-by-case basis
 - Communicate with the Vice President of Instruction and Student Services and the Vice President of College Services before decisions about rebooking

- Lost luggage:
 - File a claim with the airline immediately, before leaving the airport. Notify other trip leaders.
 - Outbound trip: use the hotel address and one trip leader with phone as the contact person for the airline, regardless of who checked the bag;
 - Return trip: use the CCC address and one trip leader as the contact person for the airline regardless of who checked the bag

- Immigration issues:
 - Designate one responsible person (faculty/admin) with a telephone to wait for the delayed person while the rest of the group continues.
 - Notify other trip leaders

During Trip

Emergencies involving individual CCC trip participant

1. Provide basic first aid and assistance to trip participant.

2. Get help:
 - Contact local emergency services if necessary (see above contacts)
 - Identify other local partners that can help from important contacts list on first page
 - Hotel doctor-on-call, local partners, U.S. Embassy
 - If the injured/sick person requires transport to the hospital, be sure a trip leader with a telephone accompanies him/her
 - If the situation is non-life-threatening and will require medication, refer to injured/sick person's medical info/allergies before administering any medication!
 - If the situation is life-threatening and requires evacuation, contact CCC College Safety, then International SOS for evacuation instructions:
 - CCC Public Safety: *Click here to enter text.*
 - International SOS: *Click here to enter text.*
 - If the injured/sick person requires transportation, the designated escort (with a telephone) should accompany him/her.

Emergencies involving entire group, e.g., natural disaster:

1. Contact the Vice President of Instruction and Student Services and the Vice President of College Services as soon as possible, including if there is a threat, but incident has not occurred, e.g., in the case of a storm, tornado watch, or hurricane.

2. The Vice President of Student Services will convene Emergency Response Team:
 - Director of College Safety: Phillip Zerzan
 - Vice President of College Services: Alissa Mahar
 - Vice President of Instruction and Student Services: David Plotkin
 - CIO: Lori Hall
 - Dean for Team Leader

3. Ask Ministry of Health/local government contact and/or hotel manager for guidance on procedures of taking cover, and whether provisions are stockpiled. Determine whether additional supplies (water, food, flashlights, batteries, survival kit) should be prepared.
4. Communicate with all trip leaders, the Vice President of Instruction and Student Services, the Vice President of College Services, and local U.S. Embassy as necessary.

Crime and Incident Reporting

Upon receiving a report of an incident involving a student, first make sure that the student is safe. After any incident, the response to the complainant/victim must be timely and professional, and as personal and sincere as possible. Begin an incident file, and determine the most appropriate course of action based on the gravity of the incident and the immediate need of the student.

As soon as is feasible, complete the Incident Report form, providing as much detail as possible. If a reporting student requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on the incident report form that would personally identify the victim without his or her consent. Keep reports in a safe, confidential place.

A copy of this form should be sent electronically to [Phillip Zerzan's assistant, once hired – Greer Gaston, in the interim], who maintains the central repository for these records, along with any police reports you may also have. If you cannot scan and send documents during the trip, please do so immediately upon your return to campus.

Post-Incident CCC Response

Vice President of Instruction and Student Services and the Vice President of College Services to mobilize CCC emergency response team to handle all CCC on-site needs, including:

- CIO to design public relations statement.
- Determine method and timeline of distribution of information to student body.
- Contact Counseling department to coordinate counseling/support services to be provided at CCC.
- Identify specific clubs/groups/niches that may need additional support services.
- Prepare for arrival of affected team leaders and student, and arrange resources as necessary.
- Coordinate and arrange CCC memorials/displays of respects.