



Study Abroad / Study Away Emergency Response Plan

Pre-departure

Designate a trip leader responsible for emergency response and a secondary responsible trip leader. The following tasks are assigned to the primary responsible trip leader, unless unable to perform these duties. Then the tasks fall to the secondary responsible trip leader.

- Collect all participant contact information, medical information, passport copies (if applicable), and emergency contact info
 - Carry hard copies of this information with all faculty or staff leaders; for study abroad, each travel leader should carry passport copies for the individuals with whom they are traveling
 - Leave hard copy of this information (Excel spreadsheet) with point of contact at CCC (see below)
- Designate Point of Contact at CCC and distribute information to all participants. Typically, the point of contact will be the Executive Assistant to the Vice President of Instruction and Student Services.
Name: Sara Sellards
Office Phone: 503-594-3014
Email: sara.sellards@clackamas.edu
Mobile Phone: 503-544-2406
- Upload required information to the Director of College Safety
 - Submit all traveler information to Dennis Marks
Name: Dennis Marks
Email: dennis.marks@clackamas.edu
Office Phone: 503-594-1698

On-Duty Officer's Phone # 503.594.6650

Additional Contact if needed:
Pete Kandratieff
College Safety Manager
petek@clackamas.edu
[503-594-3368](tel:503-594-3368)
- Send required information regarding health and other insurance to the Executive Assistant to the Vice President of College Services
 - Packet should include
 - Emergency Response Plan
 - Copy of each participants passport
 - Copy of each participants medical insurance card

- Designate outreach leader/main contact person for each traveling group and exchange phone numbers
LEAD:
BACK-UP:
- Enroll in the Smart Traveler Enrollment Program (STEP) through the U.S. Department of State:
<https://step.state.gov/>
- Identify “Designated Escort” to accompany sick/injured participant home:
- Compile a list of other important local contacts – for study abroad, dial 011 for U.S. exit code, followed by Country Code

Local Contact 1:

Name:
Phone / text:
Email:

Local Contact 2:

Name:
Phone / text:
Email:

Accommodations:

Name:
Address:
Ireland Phone:

U.S. Embassy:

Name:
Hours:
Phone:
Fax:
Email:

After-Hours Emergency:

Local Hospital(s) or clinic(s):

Name:
Address:
Telephone:
Contact person:

Local Government Contact:

Name:
Address:
Phone:
Fax:
Email:

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 the Director of College Safety, then International SOS for evacuation instructions:

Name: Dennis Marks
Email: dennis.marks@clackamas.edu
Office Phone: 503-594-1698

On-Duty Officer's Phone # 503.594.6650

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- International SOS: Study abroad, first dial 001 then 212-998-2222.
- 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: Dennis Marks
 - Vice President of College Services: Jeff Shafer
 - Vice President of Instruction and Student Services: David Plotkin
 - PIO: Lori Hall
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 Sue Goff, 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:

- PIO 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.