**Campus Ministry Action Plan for an Emergency on an International Immersion Trip**

**Preventative Measures**

* **Register Trips with the U.S. Embassy in Specific Countries** –This will ensure that our students will have the support of our government in the event of a crisis.
* **Appoint a Campus Ministry Point Person for Each Trip**. This person would be in charge of monitoring trips while abroad, communicating with teams and organizing our office’s response to any emergency should one occur. This person would need to remain available for crisis intervention 24/7 for the length of the trip.
* **Utilize an international cell phone plan –** We can ensure that our teams have quick and easy access to both local and international contacts.Also, before departure enter relevant numbers into this cell phone, like emergency contacts here at Le Moyne, our contacts abroad, the number of the U.S. embassy and international health insurance numbers.
* **Localize all Vital Information –** Each team will travel with a “Basic Information” sheet, which includes travel itinerary, contact information for local and Le Moyne support people , Health insurance contact and policy numbers, Embassy contact information, airline contact information, maps in country, directions for metro, bus or taxi travel, etc. All team members and Le Moyne support people will carry this “Basic Information” sheet with them for the duration of the trip.
* **Create an Email List Serve for Loved Ones** – Campus Ministry creates an email list serve of students’ family and loved ones before we travel and tests it to ensure all people are receiving messages.
* **Make Emergency Photocopies –** By making sure copies of people’s passport and emergency contact info are accessible both abroad and here at Le Moyne we can facilitate communication of vital information in times of crisis.
* **Brief Team on “Action Steps for an Emergency”** (below) –Before travel, the entire team will review the steps that need to be followed in case of an emergency so everyone is prepared in the event of a crisis.

**Action Steps for an Emergency**

**Adult Leader on Site**

* **Secure the Situation** – Assess the problem and immediately take action to help anyone injured, sick or distressed. This might involve a trip to the hospital, for instance, for a minor emergency. For a more serious situation, this might involve accounting for all members of the team and trying to stabilize whatever situation has arisen.
* **Call Campus Ministry Point Person**– Call our Campus Ministry Point Person to brief her or him about the situation. If you are unable to speak directly with the Campus Ministry Point Person, call Security with an update and any information you would like to pass on—someone is always there! Once your support people are notified here at Le Moyne, we can help you with communications and decision making.
* **Activate our Travel Health Insurance Policy** – Call the Travel Health Insurance Hotline with your policy number in hand to receive directions on how to care for the sick or injured. This would apply for any medical visit all the way up to and including an emergency evacuation from the country*. \*Do not bother to do this for minor incidents that amount to under $300 – just pay out of pocket emergency money for this.*
* **Call Emergency Contacts** – Call the emergency contacts of any student requiring significant medical attention in order to keep loved ones informed and to have them participate in decision making. (If the situation is truly serious, do not give more information than you are absolutely sure about so as not to misdiagnose a problem. In the event of death, we are not legally able to communicate this news. Only a doctor or police are able to pronounce someone dead to their family. If there is not a doctor available to make this call, contact the U.S. Embassy for help.)

**Campus Ministry Point Person at Le Moyne**

* **Monitor the teams and their progress** – The Campus Ministry Point Person should be regularly monitoring email and voice messages from the leaders on site. The Point Person might also be in direct contact with the adult leaders via the emergency cell phone for general updates. However, if any Campus Minister or another member of the College hears of a disaster that is breaking in a country where we are traveling, get in touch with the Point Person to debrief so that the Point Person can take action.
* **Establish regular contact with people on site** – This could mean agreeing to check in every few hours for updates until the situation stabilizes.
* **Establish regular contact with loved ones at home** – This could mean communicating every few hours to loved ones via our email listserv or phoning directly until the situation stabilizes.
* **Assist in communicating with the travel health insurance office –** Often it is difficult for the adult leader on site to be in contact with all the necessary people and be present to the student(s) in need. The Campus Ministry point person can begin making headway with the travel health insurance office to facilitate medical attention or evacuation procedures until the adult leader on site has a chance to contact them directly with specifics.
* **Notify the VP of Student Development with details –** When warranted, the Campus Ministry Point Person should update the VP of Student Developmentso that she can determine whether further action by the College is necessary.The VP of Student Development will be responsible for calling together a meeting with the necessary people to make an official college action plan about a crisis situation.