



**Center for  
International  
Studies**

**University of South Carolina Upstate  
Emergency Action Plan  
For USC Upstate Faculty-led Study Abroad Programs**

## Purpose

This plan has been prepared to provide the guidelines of response actions for a variety of emergency situations while abroad. This plan specifies responses to the following situations: serious illness or injury, death, mental health crisis, crime against a student or faculty member, arrest, missing student, political crisis, and environmental disaster.

## Emergency Contact Numbers

In the event of an emergency, contact the Center for International Studies (CIS) at **(864) 503-5661** from the hours of 8:00 AM to 5:30 PM Eastern Standard Time, Monday through Friday.

If the International Programs staff is not available, call **(864) 503-5911**. This is the number for the USC Upstate Public Safety Office which is staffed 24 hours a day, seven days a week. The individual answering the phones will take the caller's contact information and relay it to a staff member in the **CIS** who will reply to the call promptly.

## Before Departure

- The USC Upstate Faculty Member leading the study abroad program, with the assistance of the **CIS**, **will conduct a thorough pre-departure orientation** for all program participants, informing them of appropriate behavior and safety issues abroad. **Be sure that parents are invited to attend this meeting.**
- The Faculty Member will make sure students know how to reach him/her 24 hours a day while abroad.
- The Faculty Member could establish and test an Emergency Response Circle. The Faculty Member divides the participants in groups of 3 to 5. In case of emergency, the faculty member contacts student number 1 in each group. Student number 1 contacts student number 2, etc. Student number 5 then contacts the faculty member to indicate that the contact circle calls have been completed.
- The Faculty Member should designate one member of the group to take action if the Faculty Member is incapacitated. The Faculty Member will instruct this person about specific emergency procedures.
- All students must sign the "Statement of Responsibility/Waiver of Liability" and the "Student Code of Conduct" (See Appendix).
- A photocopy of page one of each student's passports will be kept on file by the Faculty Member in order to facilitate replacement in case of loss.
- Before departure, the Faculty Member should seek the address of the U.S. embassy or local consulate of the country they are visiting.

## General Emergency Procedures

- The Faculty Member's first responsibility is to safeguard the well-being of program participants. In the event of an emergency, the Faculty Member should contact all students to make sure that they are accounted for and are safe. If a student has been

injured, the Faculty Member should do whatever is necessary to obtain prompt and appropriate medical attention.

- An ill or injured student should be taken immediately to the nearest physician or hospital without delay.
- In the event of political unrest or natural disaster, the Faculty Member should contact the U.S. Embassy. The Faculty Member should also gather information regarding the target of unrest and the possible danger to American citizens, or the scope of the natural disaster and the availability of emergency supplies such as water, food, and medical supplies.
- Immediately after the Faculty Member has done everything possible to assure the students' well-being, the Faculty Member must contact the Director or a member of the staff of the **CIS** at USC Upstate, either in the office or at home. If the **CIS** cannot be reached by telephone, the Faculty Member should use fax or e-mail (see Emergency Contacts). In the case that the Director of the **CIS** (or a staff member) cannot be reached, the Faculty Member should contact the USC Upstate Public Safety Office and relay the message to the Center for International Studies.
- If necessary, the Director (or a staff member) of the **CIS** will contact the Executive Vice-Chancellor for Academic Affairs. A representative designated by the Vice-Chancellor for Academic Affairs will contact family members, if necessary.
- All media contacts will be handled by the USC Upstate Office of Communications.
- The Faculty Member should notify the local U.S. Embassy or Consulate about the crisis and follow any procedures required by officials. If there is a continuing risk to the welfare of the students (during a terrorist threat, for example), the Faculty Member should ask the appropriate Embassy or Consulate Officer to advise him/her on a regular basis about the evolution of the crisis. Note: If the Embassy advises the Faculty Member to notify local police, the Faculty Member should do so and follow any procedures they may require as well.
- After consultation with the Faculty Member and appropriate individuals on the USC Upstate campus, the **CIS** will brief the Faculty Member on site concerning a plan of action. If the Faculty Member believes that the plan of action needs to be modified, he/she will communicate with the Director (or a staff member) for an alternate plan.
- In the event of a significant crisis, individual students have the option to return to the U.S. Every reasonable effort will be made to allow them to continue their academic program on campus. Refund policies are outlined in the Student and Faculty Handbooks; withdrawals and grades should conform to USC Upstate policies. The Executive Vice-Chancellor for Academic Affairs, in consultation with the Faculty Member directing the program and the Director of the **CIS**, could authorize special refund policies under exceptional circumstances.

## Specific Emergency Procedures

### I. Serious Illness or Injury of a Student or Faculty Member

**Problem: auto accident, drug overdose, alcohol overdose, recreational injury, serious illness, loss of consciousness**

- The Faculty Member will take the ill or injured person to the nearest hospital or medical facility.
- The Faculty Member will call an ambulance if necessary.
- The Faculty Member will call the CIS to report the illness or injury.
- CIS will contact the Vice-Chancellor if necessary.
- The Vice-Chancellor or the Director of CIS (or a staff member) will contact the family.

### II. Death of a Student or Faculty Member

**Problem: fatal accident or illness, suicide, homicide**

- The Faculty Member will verify the identity of the victim and will gather as much information as possible about the circumstances surrounding the death.
- The Faculty Member will notify the local police.
- The Faculty Member will notify the U.S. Embassy.
- The Faculty Member will notify the CIS.
- The Director of the CIS (or a staff member) will contact the Executive Vice-Chancellor for Academic Affairs who will contact the family of the deceased.
  - The CIS will contact the person designated by the student as "Emergency Contact" to offer the appropriate support. The CIS will work with the Faculty Member on site. All appropriate measures will be taken on the USC Campus in assisting the family including transportation arrangements and accommodations.
- The Director (or a CIS staff member) will notify the Chancellor's Office and the Director of University Communications.

### III. Mental Health Crisis

**Problem: severe disruptive behavior due to alcohol/drug use, psychotic behavior, attempted suicide**

- The Faculty Member will gather as much information as possible on the behavior and the history of the problem and will assess the extent of the problem.
- If necessary, the Faculty Member will take the student to the nearest hospital or medical facility.
- If there was any suicide event or drug overdose, the student must be assessed medically. Even small amounts of over-the-counter medications, when overdosed, can lead to serious long-term effects.
- The Faculty Member will contact the CIS.
- The Director of the CIS (or a staff member) will consult with the USC Upstate Counseling Center and coordinate an appropriate response.

- The Director of the Counseling Center may consult with the Faculty Member to suggest appropriate actions or may make a referral to a facility in the host country.
- **With the student's consent**, the Faculty Member will notify the person designated by the student as Emergency Contact.

#### IV. Major Crime against a Student or Faculty Member

**Problem: Student or faculty member victim of assault, robbery, rape, or other violent crime**

- The Faculty Member will report the crime to the local police. In case of sexual assault, **clarify with the student to what degree** he/she wishes to involve local authorities, the contact person/family and USC Upstate.
- The Faculty Member will ensure that the physical and emotional needs of the victim are being attended to. In case of physical injury, the student will be taken to a hospital/medical facility.
- The Faculty Member will contact the **CIS**. The **CIS** will coordinate the USC Upstate's response.
- The Faculty Member or the **CIS** will consult with the Counseling Center on how to best manage the situation.
- Depending on the severity of the crime, the Faculty Member may need to contact the U.S. Embassy.
- The Faculty Member will monitor the situation and update the **CIS** on the developments.
- The Director (or a staff member) of the **CIS** will inform the Chancellor's Office, the Executive Vice-Chancellor for Academic Affairs and the Director of University Communications if necessary.

#### V. Arrest of Student or Faculty Member

**Problem: Student or faculty member arrested by the local police.**

- The Faculty Member should immediately contact the U.S. Embassy and ask a Consular Officer for assistance.
- The Faculty Member will contact the **CIS** and provide as much information as possible, including name and contact information of the Consular Officer at the U.S. Embassy.
- The Director (or a staff member) of the **CIS** may contact the person designated by the student as "Emergency Contact" **if requested by the student**.
- The Director (or a staff member) of the **CIS** will notify the Chancellor's Office, the Executive Vice-Chancellor for Academic Affairs and the Director of University Communications if necessary.

## **VI. Missing Student or Faculty Member**

**Problem: Student or faculty member has not been seen during regularly scheduled activities.**

- The Faculty Member will gather as much information as possible to determine where and when the student was last seen.
- If the student has been missing for more than 24 hours, the Faculty Member will notify the local police and ask them to check hospital admissions and city records for possible information.
- The Faculty Member will notify the U.S. Embassy.
- The Faculty Member will notify the **CIS** and provide as much information as possible.
- The **CIS** will coordinate the USC Upstate response in consultation with the Chancellor's Office, The Executive Vice-Chancellor for Academic Affairs and the Director of University Communications.

## **VII. Political Crisis**

**Problem: threat of terrorism, riot, political unrest, threat to Americans**

- The Faculty Member will advise students to keep a low profile, avoid congregating with Americans in public places, and avoid using luggage tags or wearing articles that are identified as American. Students will also be reminded to not divulge program information or personal information to strangers.
- The **CIS** will monitor U.S. State Department public announcements and/or travel warnings and send regular updates to the Faculty Member via e-mails/faxes or telephone.
- The Faculty Member will stay in contact with the local U.S. Embassy or Consulate for updated security information pertaining to local, regional or global crisis.
- In the event of physical danger for program participants, the Faculty Member should contact the **CIS** regarding the necessity of evacuation.
- The Director (or a staff member) of the **CIS** will notify the Executive Vice Chancellor for Academic Affairs. They will develop a plan of evacuation with the Faculty Member on site in consultation with the Chancellor's Office and the Director of University Communications.

## **VIII. Environmental Disaster**

**Problem: flood, fire, earthquake, tornado/hurricane, inclement weather, chemical, biological or radiological contamination**

- The Faculty Member will gather as much information as possible about the environmental disaster through local media and other means.
- The Faculty Member will assess danger to students as well as availability of food, water and medical supplies.

- The Faculty Member will contact the U.S. Embassy and ask for information and assistance. If the U.S. Embassy is closed, the Faculty Member will locate the nearest U.S. Embassy in operation (e.g. in a neighboring country).
- In the event of physical danger for program participants, the Faculty Member should contact the **CIS** about the necessity of evacuation.
- The Director (or a staff member) of the **CIS** will notify the Executive Vice Chancellor for Academic Affairs. They will develop a plan for evacuation with the faculty Member on site in consultation with the Chancellor's Office and the Director of University Communications.

## EMERGENCY CONTACTS

### Center for International Studies (CIS):

**Administrative Assistant: Valery Vetter**

Phone: (864) 503-5661

Fax: (864) 503-5662

E-mail: [vvetter@uscupstate.edu](mailto:vvetter@uscupstate.edu)

**Director: Dr. Regis Robe**

Phone: (864) 503-5630 (Office)

(864) 574-2340 (Home)

(864) 804 3700 (Cell)

E-mail: [rrobe@uscupstate.edu](mailto:rrobe@uscupstate.edu)

**Associate Director: Dr. Deryle Hope**

Phone: (864) 503 5769 (Office)

(864) 585 1221 (Home)

(864) 384 5697 (Cell)

E-mail: [dhope@uscupstate.edu](mailto:dhope@uscupstate.edu)

### University Communications:

**Director: Ms. Tammy Whaley**

Phone: (864) 503 5210 (Office)

(864) 583-9559 (Home)

(864) 494-3488 (Cell)

E-mail: [twhaley@uscupstate.edu](mailto:twhaley@uscupstate.edu)

### University Police:

**Chief of Police: Mr. Klay Peterson**

Phone: (864) 503-5911 (Office)

E-mail: [kpeterson@uscupstate.edu](mailto:kpeterson@uscupstate.edu)

### U.S. Government Information

Up-to-date information on security : 1-202-501-4444 (toll free outside USA)

[WWW.TRAVEL.STATE.GOV](http://WWW.TRAVEL.STATE.GOV)

## Appendix Student Code of Conduct Form

\_\_\_\_\_  
Student name (please print)

### STUDENT CODE OF CONDUCT FOR PARTICIPANTS IN STUDY ABROAD PROGRAMS WITH THE UNIVERSITY OF SOUTH CAROLINA UPSTATE

To participate in a USC UPSTATE study abroad program you must agree to abide by the following standards of behavior. The provisions of this Student Conduct Code for Participants in Study Abroad Programs are supplemental to other policies governing conduct of USC UPSTATE students, including, but not limited to, the USC UPSTATE Academic and Non-academic Code of Conduct as it is outlined in the USC UPSTATE Student Handbook. While abroad on a USC UPSTATE sponsored program, students must abide by U.S. federal and S.C. state laws as well as by laws of their host country.

A student recognizes his/her ambassadorial responsibilities as a representative of USC UPSTATE while abroad. Therefore, any behavior that creates a negative impression or that is detrimental to the image of USC UPSTATE must be avoided.

A student must treat all property, including temporary and long-term lodging facilities and personal property, with care and respect in order to avoid damage or other abuse. Just as a student is responsible for damage to the condition of his/her housing on campus, a student is responsible for damage to hotel rooms and other lodging facilities.

A student is expected to act with patience, politeness and civility (in accordance with local cultural standards) towards all service persons, hosts, and others; to promptly pay charges for food, beverages, etc; to avoid boisterous, loud, and otherwise disruptive behavior in all public places; observe quiet hours during the night (day) when other residents and guests are attempting to sleep where you are lodging.

A student may not use or possess illegal drugs. Should legal authorities be involved, a participant will be subject to the laws of the area they are visiting. A student caught using or possessing illegal drugs will be subject to immediate termination. He/she will be sent back home at his/her own expense. He/she may be subject to prosecution in the host country.

Although alcohol laws of the host country may differ from U.S. laws, a student must remember that it is against South Carolina law and USC UPSTATE policy to purchase, possess or consume any alcoholic beverage if you are under the age of twenty-one. Students' excessive and irresponsible drinking leading to intoxication and behavior that interferes with the rights of others is subject to immediate disciplinary action, including program termination, parental notification and return home at his/her own expense.

Students should recognize that driving or renting a motor vehicle, motorbike, etc. exposes them to certain risks and USC UPSTATE, therefore, discourages it. However, if a student chooses to do so, then he/she is advised to carry sufficient insurance for adequate coverage. In addition, the student will be responsible for costs of litigation and other expenses that may be incurred as a result of accidents or infractions of local laws.

A student must always notify the Director of the Program of his/her general whereabouts during the study abroad experience; for example, if a student chooses to travel during a weekend, the Director should know where the student is and how to get in touch with him/her.

A student should always show respect for program participants, the Program Director, faculty and program providers.

Racial harassment, sexual harassment and sexual assault of program faculty or staff member, program participants or guests are prohibited and shall subject the offender to appropriate disciplinary action.

The Director of the Program will determine appropriate disciplinary action required for violations of this Student Code of Conduct. If necessary, the Director of the Program will inform the Director of International Studies and refer the student to the Campus Judicial Officer for violations of the Non-Academic Code of Conduct. Violations of Academic Integrity may be referred to the Dean of Students.

I have carefully read all 10 points and agree to abide by this code of conduct.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_