

CSU Emergency Management Plans for Overseas Activities

Consistent with the CSU Emergency Management Plan, the policies and procedures described below will guide the university's response should faculty, administrators, staff, and students be involved in or threatened by a catastrophic emergency while overseas on business or on an academic program.

(Refer to page 44 of the CSU Emergency Management Plan)

Catastrophic Emergency Overseas

Definition: *acts of violence, acts of terrorism, civil unrest, fires and natural disasters leading to death and/or serious injury and/or widespread destruction, as well as, accidents resulting in death and/or serious injury and also serious illnesses that necessitate hospitalization or emergency care. Acts of Violence include but are not limited to: suicide, homicide, sexual assault, and physical assault.*

Policy:

In the event of a catastrophic emergency or the US Department of State warning of a potential catastrophic emergency involving a member of the Coppin State University community, who is overseas, the designated University officials will proceed as follows.

Procedure:

1. For Study Abroad programs, the Program Leader will coordinate the overseas scene where the emergency has occurred and will serve as liaison between local responders and the CSU Crisis Management and/or Emergency Response Team.
2. The overseas program leader, administrator, faculty or staff-member will notify the Office of International Programs of the emergency.
3. The OIP will notify the Chief of the Office of Public Safety, who will activate the CSU Crisis Management Team and or Emergency Response Team and plans.
4. The designated University official will contact and inform the family of the deceased/injured/ill or affected individual.
5. A Trauma Response Team composed of personnel from Student Affairs, counseling services, and the Office of Public Safety must be in place within the first 24 hours after the incident, and be available for family and members of the Coppin State University community.
6. The Office of University Relations will prepare all statements for the media and other agencies.
7. The Office of Public Safety will serve as liaison with external police and agencies.

Notes:

- The Office of International Programs will have on file for CSU students a form listing their emergency contacts and authorizing the disclosure of their personal information.
- All students and program leaders on CSU study abroad programs are required to purchase supplementary medical insurance that covers hospitalization, evacuation and the return of their remains.
- Study abroad programs and other travel supported by the OIP are prohibited to countries on the US State Department's "Travel Warnings" list.
- The US State Department's list of Current Travel Warnings can be accessed at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html