

**Hampden-Sydney College**  
**Global Education & Study Abroad**  
**Crisis Management Plan for Maximizing Safety and Minimizing Risk in**  
**Study Abroad Situations**

Hampden-Sydney College recognizes the importance of international study to a liberal arts education. Given the complexities of the modern world, the College also understands the need to promote the safety of our students, faculty, and staff while they are studying and traveling in other countries. A crisis management strategy has been developed to maximize the safety and security of all members of the Hampden-Sydney community while abroad.

## **INTRODUCTION**

The Hampden-Sydney Crisis Management Strategy was developed in accordance with guidelines established by NAFSA the Association of International Educators. These guidelines outline the responsibilities of program sponsors, the responsibilities of participants, and recommendations to parents, guardians and families for overseas education. The H-SC Office of Global Education & Study Abroad works closely with host institutions, third party providers, and other placement institutions to ensure that our Endorsed Programs, Faculty Led Programs, Service Learning Projects, Sports Programs, and other recommended abroad programs meet or exceed these best practices for safety in education abroad.

The Crisis Management Strategy identifies the basic responsibility for safety abroad among four constituent groups, the College; Host Institutions and Third Party Providers such as AIFS, IES, IFSA, and Instep; students; and parents, guardians, and families.

## **COMPONENTS OF THE H-SC CRISIS MANAGEMENT ABROAD STRATEGY**

- College Programs covered under this Crisis Management Plan
- Maximizing Safety and Minimizing Risk
- The Emergency Action Plan
- Appendix A: U.S. Department of State Registration Home Page
- Appendix B: External Resources

## **COLLEGE PROGRAMS COVERED UNDER THIS CRISIS MANAGEMENT STRATEGY**

All College programs with an abroad component, academic or co-curricular, will adhere to these guidelines. In addition, students participating in non-endorsed programs or going abroad during school breaks for programs with other institutions who seek advice from the Office of Global Education & Study Abroad, will be encouraged, as far as possible, to adhere to these NAFSA Good Practices for Health & Safety – Responsibilities of Participants Abroad.

## **MAXIMIZING SAFETY AND MINIMIZING RISK**

The College recognizes that there are varying degrees of emergencies, perceived emergencies and potential emergencies. Therefore each situation is addressed as a unique occurrence using the Crisis Management Strategy.

Through the Office of Global Education & Study Abroad, the College has continuous contact with various resources world-wide to help us make the decisions necessary during a time of crisis. H-SC has access to information from the following:

- Travel advisories and situational updates for countries all over the world are received via e-mail from the Department of State.
- H-SC is a constituent member of the Overseas Security Advisory Council (OSAC) of the U.S. Dept of State Bureau of Diplomatic Security and receives frequent security notices for situations around the world such as notices of planned anti-U.S. demonstrations and sections of cities that Americans should avoid.
- Officials at our partnership agencies and host institutions, i.e. AIFS, IES, IFSA, CIEE, University of St. Andrews, Scotland etc. These institutions have crisis management plans which are shared with the Office of Global Education & Study Abroad and our students. These institutions also have staff in the host country to assist in an emergency.
- Frequent updates through professional “list serves” through NAFSA and the Virginia International Educators Association. Through these groups we have access to the expertise of colleagues at Colleges and Universities around the world. They often provide timely and useful information.
- Contact with U.S. Embassy officials in countries where we have programs.
- International, national and local media.
- Faculty with expertise in the region.
- Other Universities with programs in the region.

The College does not endorse programs in any country that has a travel advisory of a Level 4 or higher posted by the U.S. Department of State. The College also will not organize a faculty-led program in a country or region with a travel advisory of Level 3. A Level 3 travel advisory is issued when it is determined that Americans should reconsider travel to a particular region or country; a Level 4 advisory states that Americans should not travel to that location. The H-SC Office of Global Education & Study Abroad receives e-mail notification from the Department of State when travel advisories are changed or reissued. We also receive periodic updates from [travel.state.gov](http://travel.state.gov) and from OSAC.

If a travel advisory is elevated in country where we have a program in progress or students attending a host institution, the Emergency Action Team will review the situation and determine the necessary course of action required according to the H-SC Emergency Action Plan.

The clear dissemination of information and communication between all parties is a key component to the success of this plan. The College, students, parents and guardians will adhere to the NAFSA guidelines as outlined in Appendix A. In addition:

The Office of Global Education & Study Abroad working with the Faculty and College Administration will:

- Maintain an Emergency Action Plan (included in this document)
- Review Department of State travel advisories and Consular Information Sheets for health conditions, crime, unusual currency or entry requirements, any areas of instability, and the location of the nearest U.S. embassy for each country where students plan to travel or where a faculty led program will be.
- Conduct mandatory pre-departure information sessions that will include information on and discussions of health, safety and security abroad including aspects of risk management.

Students and/or Faculty on faculty-led programs will:

- Contact the Office of Global Education & Study Abroad as soon as they arrive.
- Faculty leaders will be required to have a cell phone with international calling capabilities. Students on semester and year-long programs will be encouraged to obtain one.
- Provide local address, cell phone number and e-mail addresses to the Office of Global Education & Study Abroad.
- Participate in the Geo-Blue Study Abroad Health Insurance Plan unless the Director of Global Education & Study Abroad in consultation with H-SC Risk Management has determined that the student is covered by a more comprehensive plan through the host institution.
- Register as being abroad with the U.S. Dept. of State Travel Registration Program: [www.travelregistration.state.gov](http://www.travelregistration.state.gov). Registration will make student presence and whereabouts known in case it becomes necessary to contact them in an emergency. If email is not available students can register at the nearest U.S. Embassy or the Office of Global Education & Study Abroad can take care of the registration in the case of faculty-led programs.\*\*\*
- Fill out an Emergency contact form including a waiver to discuss information with the college or anyone else. In accordance with the Privacy Act, information on an individual's welfare and whereabouts may not be released by the U.S. government without the individual's authorization.
- Leave a detailed itinerary with friends or family when traveling in the host country.
- Leave a passport copy with the Office of Global Education & Study Abroad.
- Check their H-SC e-mail regularly as this will be a major means of communication with the college.

**\*\*\*Note:** Foreign nationals who do not hold U.S. passports can not register abroad with the U.S. government or participate in a U.S. government sponsored evacuation of a host country. In the event that an H-SC International Student is abroad in an H-SC sponsored or endorsed program, he will be advised to register with his own country. The Office of Global Education and Study Abroad will make every effort to coordinate with the foreign national's embassy in time of crisis.

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Office of Global Education & Study Abroad  
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**EMERGENCY ACTION PLAN**

**I. H-SC Community Members affected by the Plan**

The safety and security of students, faculty and staff of the college is paramount while on campus or when studying and working abroad. With this in mind, the crisis management plan and emergency action procedures were developed for but not limited to H-SC students, faculty and staff in the following situations:

- A. Semester or year abroad
- B. May Term / Faculty Led /Service Learning/Sports Abroad programs
- C. Consortium Abroad programs such as the Virginia Program at Oxford
- D. International Students stranded in transit between home and the College
- E. Faculty abroad on sabbatical or Fulbright programs authorized by H-SC
- F. Faculty and staff on program site visits and familiarization tours

**II. Emergency Action Team**

The Emergency Action Team will consist of an Emergency Team Coordinator, an Alternate Emergency Team Coordinator and a core group that will be supplemented with appropriate experts as the situation dictates. The core group is as follows:

Team Coordinator: Dean / Associate Dean of the Faculty  
Alternate Coordinator: Director of Global Education and Study Abroad  
Dean of Students / Associate Dean of Students  
Director of Public Safety and Chief of Police / Deputy Chief of Police / Sergeant  
Director of the Wellness Center / Director of Student Health Center

Other parties who may be brought in:

The President  
Vice President for Business Affairs and Treasurer (or Controller and Assistant Treasurer)  
Director of Public Relations  
College Chaplain  
Faculty Leader in cases of May Term or Faculty-led program

Third party providers and host institutions will be consulted as part of the decision-making process where appropriate. Copies of the Emergency Procedures of these programs will be kept on file in the Office of Global Education & Study Abroad. Faculty fluent in the host country language or with specific expertise in the affected region or with the specific situation will also be consulted.

### III. Definition of an Emergency or Crisis

A crisis is something that poses an immediate risk to or has already affected the safety, health, and well-being of the participants. It can also be an event or series of actions that has made it impossible for the overseas program to continue as planned.

- A. Emergencies that require the cancellation or suspension of a program and/or require that the students and faculty exit the country include, but are not limited to the following:
  - 1. Issuance of a U.S. State Department travel advisory indicating a credible threat to the safety of Americans.
  - 2. Declaration of war by the U.S. or against the U.S. by the host country.
  - 3. Declaration of war by a third country against the host country.
  - 4. Terrorist activity in the host country or city.
  - 5. Protracted or indefinite closure of the host university or study program site.
  - 6. Wide-spread civil unrest or declaration of martial law in the host country or city.
  - 7. A breakdown in civil society at an overseas location.
  
- B. Situations that may require the Emergency Plan to go into effect include, but are not limited to the following:
  - 1. Death of a student or faculty leader.
  - 2. Natural disasters.
  - 3. Unexpected tragedies: car, train, plane accidents.
  - 4. Missing student or arrest of student.
  - 5. Student misconduct.

### IV. Procedures

In the case of any emergency or disaster the Emergency Action Team will:

- A. Determine if the crisis is real, perceived or potential
  
- B. Determine the type of response required
  - 1. Cancel the program and bring everyone home.
  - 2. Continue the program in place.
  - 3. Continue the program in another city or location.

## V. Responses

### A. Program Cancellation or Location Change for Semester /Year Programs

1. All students in the program will be contacted and accounted for by the Director of Global Education & Study Abroad.
2. Where applicable, the Director of Global Education & Study Abroad will contact the host institution and/or the study abroad provider to ensure that their emergency procedures have been put into place.
3. U.S Department of State may be contacted for instructions for Americans in host country.
4. Decide if host institution plan is adequate and make necessary arrangements as required.
5. Keep in contact with both students and parents to keep everyone advised.
6. Arrange for evacuation or other action as necessary.

### B. Program Cancellation or Location Change for May Term/Faculty-Led/Service Learning and Consortium Abroad Programs

1. If the students are in the program city, the leader will gather the students to the on-site accommodation (hotel, hostel, etc.) as soon as practical. Where students are in home stays, every effort will be made to gather in one place for ease of communication and to ensure the safety of all.
2. If students are on an organized excursion outside of the program city, the program leader will take the group to a secure hotel.
3. The program leader will contact the Office of Global Education & Study Abroad for instructions as soon as possible after the event.
4. If the students are traveling independently, every effort will be made to contact them according to the “contact information and itinerary form” they have left with the program leader. The students will be advised as to the proper course of action.
5. The program leader will contact the local U.S. Embassy or consulate and follow whatever procedures they require.
6. The program leader will keep the Office of Global Education & Study Abroad advised on the evolution of the crisis.
7. If the airport is open and flights are operating, the Office of Global Education & Study Abroad, in consultation with the Emergency Action Team will arrange for air transport to either the U.S. or another destination.
8. If airports are not open, or no flights are available, the Office of Global Education & Study Abroad, in consultation with H-SC officials, the U.S. Embassy and program leaders, will consider ground transportation to the closest international airport for evacuation.
9. Every effort will be made to keep the group together and make transportation arrangements after all students have been accounted for.

C. Emergency/Class Cancellation at Hampden-Sydney Campus

1. All students abroad and their parents or emergency contacts will be notified by the Office of Global Education & Study Abroad in the event of a major disaster or extended class cancellation at home.
2. When necessary, The Office of Global Education & Study Abroad will assist returning students with changing airline tickets etc to their homes or alternate destination other than to H-SC.

D. Medical or Other Emergencies

1. Semester/Year study abroad students should follow the procedures of the host institution/study abroad provider as well as the requirements of his insurance company. The Office of Global Education & Study Abroad will be available to assist parents and students in making arrangements where necessary.
2. For programs with Faculty Leaders
  - a. In any medical emergency, the faculty leader will assist the student to nearest hospital, care facility, or emergency room and then contact the group insurance provider. Contact the student's family as per the Emergency Contact Release Form and contact the Office of Global Education & Study Abroad.
  - b. Keep the College informed on a regular basis, through phone, fax, or e-mail until the crisis has passed.
  - c. During a political crisis in which U.S. citizens might be at risk the faculty leader will tell the students to keep a low profile, avoid demonstrations and confrontations, remove name tags, luggage tags, baseball caps and other symbols that would indicate you are an American group.
  - d. The faculty leader will appoint another adult (any participant over the age of 21) in the group to act as leader in case the faculty member is incapacitated or otherwise unable to continue to lead the group.

VI. Emergency Action Team Communication Procedures

- A. Keep students and program leaders informed of all reports and decisions.
- B. Keep parents informed of all decisions and procedures via phone, written correspondence, e-mail, fax, etc.
- C. There may be limited information released to students on campus.
- D. The team will remain in contact as the details of the crisis are worked through and final decisions are made.

## VII. Emergency Phone Numbers

Hampden-Sydney campus security: 434-223-6164

	<u>Email</u>	<u>Office</u>	<u>Cell</u>
Dir. of Global Education and Study Abroad Daniella Widdows	<a href="mailto:dwiddows@hsc.edu">dwiddows@hsc.edu</a>	434-223-6311	434-808-4775
Provost Dennis G. Stevens	<a href="mailto:dstevens@hsc.edu">dstevens@hsc.edu</a>	434-223-6112	434-390-9983
Dean of Faculty Mike McDermott	<a href="mailto:wmcdermott@hsc.edu">wmcdermott@hsc.edu</a>	434-223-6113	434-808-5032
Dean of Students Robert Sabbatini	<a href="mailto:rsabbatini@hsc.edu">rsabbatini@hsc.edu</a>	434-223-6129	434-808-4708
President Larry Stimpert	<a href="mailto:lstimpert@hsc.edu">lstimpert@hsc.edu</a>	434-223-6110	765-655-3809
Associate Dean of the Faculty Jenn Vitale	<a href="mailto:jvitale@hsc.edu">jvitale@hsc.edu</a>	434-223-6118	434-808-2780
VP for Business Affairs & Finance Glenn Culley	<a href="mailto:gculley@hsc.edu">gculley@hsc.edu</a>	434-223-6216	434-414-4172
Dir. of Public Safety and Chief of Police Mark Fowler	<a href="mailto:mfowler@hsc.edu">mfowler@hsc.edu</a>	434-223-6164	434-395-8576
Dir. of the Wellness Center Annie Jones	<a href="mailto:ajones@hsc.edu">ajones@hsc.edu</a>	434-223-6411	434-8082499
College Chaplain Keith Leach	<a href="mailto:kleach@hsc.edu">kleach@hsc.edu</a>	434-223-6269	434-470-0727

Faculty Leader in case of May Term or Faculty-led Program - to be identified

## Appendix A: U.S. Department of State Registration Home Page

### Smart Traveler Enrollment Program (STEP)

**Stay Informed, Stay Connected, Stay Safe. Enroll in STEP!**

#### What is STEP?

The [Smart Traveler Enrollment Program](#) (STEP) is a free service that allows U.S. citizens traveling or living abroad to enroll with the nearest U.S. embassy or consulate.

#### Benefits of enrolling in STEP:

- Receive the latest safety and security information for your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.

#### Stay Informed.

When you enroll in STEP, you will automatically receive the most current information we have about your destination country, including:

- Security and Emergency Message updates from the U.S. Embassy
- [Travel Advisories](#)

Just sign up once, and then add trips later for all your future travel plans!

#### Stay Connected.

Enrolling in [STEP](#) will help the U.S. Embassy to contact you and provide assistance to you in an emergency. The information you provide in [STEP](#) will make it easier for consular officers at U.S. embassies and consulates around the world to contact you and your loved ones during an emergency – including situations where your family or friends in the U.S. are having difficulty contacting you with important news.

#### Stay Safe.

We believe that a well-informed traveler is a safer traveler. Our consular officers around the world compile [country information](#), [Travel Advisories](#), fact sheets and emergency messages to provide you with timely and accurate information about every country where you may travel.

We include reports on risks and security threats so that you can make informed decisions about your travel plans and activities.

Stay informed by connecting with us via the [Smart Traveler Enrollment Program](#) so you can have safe and enjoyable travels!

**[Click here to enroll now!](#)**

#### Your Privacy Is Paramount

All the personal information you provide to us is protected under the Privacy Act of 1974. This law prohibits us from sharing the information with anyone *without your written authorization*. Certain exceptions exist, such as when we need to share information on a limited basis in order to protect your safety and welfare in an emergency.

#### Disclaimer

The Department of State assumes no responsibility or liability for the professional ability or reputation of, or the quality of services provided by, the entities or individuals whose names appear on or are linked to the above page. Inclusion of private groups on this page is in no way an endorsement by the Department or the U.S. government. The order in which names appear has no significance. The Department is not in a position to vouch for the information.

#### Enroll in STEP



Subscribe to get up-to-date safety and security information and help us reach you in an emergency abroad.

#### Learn about your destination

Country or area



**VIEW ALL TRAVEL  
ADVISORIES**

#### Travel Tip

Make two copies of all of your travel documents in case of emergency, and leave one with a trusted friend or relative.

## Appendix B: External Resources

American Institute for Foreign Study:	<a href="http://www.aifsabroad.com">www.aifsabroad.com</a>
BBC World Service	<a href="http://www.bbc.co.uk">www.bbc.co.uk</a>
SAFETI Crisis Management Handbook	<a href="http://www.globaled.us/peacecorps/crisiscontent">www.globaled.us/peacecorps/crisiscontent</a>
International Critical Stress Foundation	<a href="http://www.icisf.org">www.icisf.org</a>
Institute for International Education of Students	<a href="http://www.iesabroad.org">www.iesabroad.org</a>
The International Federation of the Red Cross	<a href="http://www.ifrc.org">www.ifrc.org</a>
The Institute for Study Abroad	<a href="http://www.ifsa-butler.org">www.ifsa-butler.org</a>
The Overseas Security Advisory Council	<a href="http://www.osac.gov">www.osac.gov</a>
Listing of International Red Cross and Red Crescent organizations	<a href="http://www.redcross.org/services">www.redcross.org/services</a>
The Association of International Educators	<a href="http://www.secussa.nafsa.org/safetyabroad">www.secussa.nafsa.org/safetyabroad</a>
The Center for Global Education	<a href="http://www.studentsabroad.com">www.studentsabroad.com</a>
U.S Dept of State Bureau of Consular Affairs	<a href="http://www.travel.state.gov">www.travel.state.gov</a>
U.S. Department of State Travel Registration	<a href="http://www.travelregistration.state.gov">www.travelregistration.state.gov</a>