



# TRIP-SPECIFIC INTERNATIONAL TRAVEL EMERGENCY PLAN

## HOW TO USE THIS FORM

This form must be completed by Academic Directors or Trip Leaders (AD/TL) and made available to participants for the duration of travel and reviewed at each unique location (e.g., city or overnight accommodation). Sections I and II should be completed and shared with students prior to departure.

## SECTION I: COMMUNICATIONS PLAN

AD/TL must provide in-country (e.g., international number or prepaid/disposable phone) contact information to all participants prior to travel or immediately upon arrival in-country.

PRIMARY ACADEMIC DIRECTOR/TRIP LEADER NAME:

CELL PHONE:

EMAIL:

ALTERNATE ACADEMIC DIRECTOR/TRIP LEADER NAME:

CELL PHONE:

EMAIL:

MASON COLLEGE/DEPARTMENT CONTACT NAME:

PHONE:

EMAIL:

## SECTION II: EMERGENCY BRIEFING POINTS

### BUILDING EVACUATION



Whenever an emergency warrants a building evacuation or local officials order a building evacuation, all individuals must begin exiting the building using the nearest exit and proceed to the pre-identified Designated Assembly Area(s). All participants should identify two or more exit routes from their accommodations.

### SHELTER LOCATIONS



Shelter locations may be used in the event of severe weather, earthquakes, and manmade threats (e.g., violence or civil unrest) to provide temporary respite from natural and manmade hazards. Travelers are encouraged to monitor local news and radio for weather and social conditions to remain aware of potential threats.

### EMERGENCY RALLY POINTS



In the unlikely event that travelers are unable to communicate and return to the primary residence/location or designated assembly area an emergency, a meeting location should be established to facilitate reunification and accountability. Although large public venues (e.g., train stations and prominent landmarks) are appealing rally points they are also likely to be overwhelmed during an emergency.

## SECTION III: SITE SPECIFIC INFORMATION

**COUNTRY:**

**CITY/PROVINCE:**

**PHONE:**

**ADDRESS:**

**LOCAL LAW ENFORCEMENT PHONE:**

**LOCAL FIRE/RESCUE PHONE:**

**EMERGENCY MEDICAL SERVICES:**

**NEAREST EMBASSY OR CONSULATE:**

**EMBASSY OR CONSULATE ADDRESS:**

**EMBASSY OR CONSULATE PHONE:**

**PRIMARY DESIGNATED ASSEMBLY AREA:**

**ALTERNATE DESIGNATED ASSEMBLY AREA:**

**PRIMARY SHELTER LOCATION:**

**ALTERNATE SHELTER LOCATION:**

**PRIMARY EMERGENCY RALLY POINT:**

**ALTERNATE EMERGENCY RALLY POINT:**

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**LOCAL FIRE/RESCUE PHONE:**

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**EMBASSY OR CONSULATE ADDRESS:**

**EMBASSY OR CONSULATE PHONE:**

**PRIMARY DESIGNATED ASSEMBLY AREA:**

**ALTERNATE DESIGNATED ASSEMBLY AREA:**

**PRIMARY SHELTER LOCATION:**

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**EMBASSY OR CONSULATE PHONE:**

**PRIMARY DESIGNATED ASSEMBLY AREA:**

**ALTERNATE DESIGNATED ASSEMBLY AREA:**

**PRIMARY SHELTER LOCATION:**

**ALTERNATE SHELTER LOCATION:**

**PRIMARY EMERGENCY RALLY POINT:**

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**EMBASSY OR CONSULATE PHONE:**

**PRIMARY DESIGNATED ASSEMBLY AREA:**

**ALTERNATE DESIGNATED ASSEMBLY AREA:**

**PRIMARY SHELTER LOCATION:**

**ALTERNATE SHELTER LOCATION:**

**PRIMARY EMERGENCY RALLY POINT:**

**ALTERNATE EMERGENCY RALLY POINT:**

## SECTION IV: NOTIFICATION PROCEDURES

At any point during an international educational travel experience it may be necessary to contact the university or services retained by the university to respond to emergency situations.

CONTACT	PHONE	ALTERNATE PHONE
<b>George Mason University Study Abroad</b>	+01-703-993-2154	+01-703-993-7500 (After Hours)
<b>International Travel Insurance Provider</b> (Mercer Travel Assistance Services)	+01-855-327-1469 (Toll Free)	+01-312-935-3542
<b>George Mason University Police</b>	+01-703-993-2810	

**U.S. DEPARTMENT OF STATE OVERSEAS CITIZENS EMERGENCY CENTER:** Provides assistance to American citizens traveling abroad. The center should be contacted by phone at +01-202-501-4444 whenever any of the following occur:

- Death of an American citizen abroad;
- Arrest/detention of an American citizen abroad;
- Robbery of an American citizen abroad;
- American citizens missing abroad;
- Crisis abroad involving American citizens.

**MASON STUDY ABROAD:** Should be notified whenever the following occur to facilitate services or support as necessary:

- Serious injury, illness, psychiatric situations, death, or hospitalization;
- Reports or occurrence of infectious disease;
- Natural disasters;
- Political unrest or turmoil;
- Missing employee or student; or
- Any other situation deemed an emergency by employees or students.

**UNIVERSITY POLICE:** Should be notified of the following crimes that involve employees or students or occur on property or locations under the control of the university in accordance with the Clery Act. Report crime by phone +01-703-993-2810 or complete a report online (<http://police.gmu.edu/clery-act-reporting/csa-form/>).

- Murder/non-negligent manslaughter;
- Negligent manslaughter;
- Sexual assault (i.e., rape, fondling, or incest);
- Robbery;
- Aggravated assault;
- Motor vehicle theft;
- Arson;
- Domestic violence;
- Stalking;
- Larceny/theft;
- Vandalism, destruction of property, or damage to property;
- Intimidation; or
- Simple assault.

**INTERNATIONAL TRAVEL INSURANCE PROVIDER:** Should be contacted whenever the following services are needed:

- Security evacuation services;
- Emergency medical services;
- Emergency travel services;
- Information services.

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## SECTION V: NOTIFICATION PROCEDURES

Incident	Incident Response Guidelines				
	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Missing Person</b>	Notify local law enforcement and University Police	Suspend additional travel until the student is located	Brief students, faculty, staff of situation and develop timeline of activities/whereabouts	Cooperate with local agencies regarding searches and investigations	-
<b>Localized Violence</b> (e.g., Terrorism, Civil Unrest)	Gather participants or meet at the pre-determined rally point and account for all participants	Determine if it is safe to continue travel or if alternate travel arrangements are required	If necessary request assistance from Mason Study Abroad to coordinate alternate travel arrangements or accommodations	If an emergency evacuation is required initiate a request through the university's travel insurance provider	Remain sheltered in place or at the transportation terminal until transportation is arranged
<b>Natural Disaster</b>	Follow safety precautions issued by local officials, aid agencies, the Department of State or local embassy / consulate	Determine if it is safe to continue travel or if alternate travel arrangements are required and notify Mason Study Abroad	Contact Mason Study Abroad for assistance with protective measures and to evaluate health and safety risks	If necessary request assistance from Mason Study Abroad to coordinate alternate travel arrangements or accommodations	If an emergency evacuation is required initiate a request through the university's travel insurance provider
<b>Sexual Assault or Assault</b>	Coordinate medical attention and reasonable alternate travel or alternate accommodations if necessary	Notify local law enforcement and University Police at the survivors discretion	Contact University Police for counseling and psychological services available through CAPS	Contact the university's travel insurance provider to assess and assist with medical, counseling services	Notify Mason Study Abroad if a survivor wishes to withdraw from the program
<b>Communicable Disease or Epidemic</b>	Follow safety precautions issued by local health officials, CDC and the university	Contact Mason Study Abroad for assistance with protective measures and to evaluate health and safety risks	Contact the university's travel insurance provider for additional information about protective measures and health and safety risks	If necessary request assistance from Mason Study Abroad to coordinate alternate travel arrangements or accommodations	If an emergency evacuation is required initiate a request through the university's travel insurance provider

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## SECTION V: NOTIFICATION PROCEDURES (CONTINUED)

Incident	Incident Response Guidelines			
	Step 1	Step 2	Step 3	Step 4
<b>Arrest of Participant</b>	Identify the participant and gather information about the circumstances surrounding their arrest	Contact the United States Department of State Overseas Citizens Emergency Center or local embassy/consulate and request assistance	Notify Mason Study Abroad and inform them of the arrest	Contact the university's travel insurance provider to assess and potentially assist with legal assistance and legal fees
<b>Medical Emergency</b>	Contact local/host country emergency medical services and accompany the participant to the healthcare facility	Assist the participant by contacting the university's travel insurance provider or emergency contact if necessary	If emergency medical attention or an evacuation is required notify the university's travel insurance provider	-
<b>In Country Relocation</b>	Gather participants or meet at the pre-determined rally point and account for all participants	Contact Mason Study Abroad for assistance with protective measures and to evaluate health and safety risks	Determine if it is safe to continue travel or if alternate travel arrangements or accommodations are required	If necessary request assistance from Mason Study Abroad to coordinate alternate travel arrangements or accommodations
<b>Evacuation (Out of Country)</b>	Gather participants or meet at the pre-determined rally point and account for all participants	Contact Mason Study Abroad for assistance with protective measures and to evaluate health and safety risks to determine if it is safe to continue travel	If necessary request assistance from Mason Study Abroad to coordinate alternate travel arrangements or accommodations	If an emergency evacuation is required initiate a request through the university's travel insurance provider
<b>University Police Notification</b>	In accordance with the Clery Act, University Police must be notified whenever the following incidents involve employees or students, or occur on property or locations under the control of the university; murder/non-negligent manslaughter, negligent manslaughter, sexual assault (i.e., rape, fondling, or incest), robbery, aggravated Assault, motor vehicle theft, arson, domestic violence, stalking, larceny/theft, vandalism, intimidation, or simple assault.			