Instructions for Travel with Students in Case of an Emergency

What is an emergency?

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies will include, though not be confined to, the following types of events or incidents: sexual assault or rape; physical assault; disappearance, hostage taking, or kidnapping of a student; robbery; serious illness, physical or emotional; significant accident and/or injury; hospitalization for any reason or length of time; terrorist threat or attack; local political, natural or man-made crisis that could affect the students' safety or well-being; arrest or questioning by the police or other security forces; any legal action (lawsuit, deposition, trial, etc.) involving a student; death of a student; significant financial loss.

Steps in addressing an emergency situation:

1. Your first responsibility is to protect the safety and well-being of program participants. Do whatever is necessary to assure this, whether this means obtaining prompt and appropriate medical attention, U.S. embassy intervention, or police protection. In the event of a crisis, try not to overreact or panic; the students are counting on you to get them help through a difficult time. The Office of International Programs has had experience dealing with crises in the past and is ready to assist you during and after any type of event or incident.

2. When you have done all that you reasonably can to assure the students' well-being, immediately contact the Office of Public Safety and the Office of International Programs (see contact information below). Brief them in detail about the situation.
   Office of Public Safety: 406-243-6131
   Office of International Programs: 406-830-0229

3. After the Office of Public Safety and Office of International Programs are informed about an emergency and after consulting with you and other appropriate individuals on site and at University of Montana, we will contact you to let you know the course of action that you and the students will need to follow in responding to the crisis. The Office of International Programs communicates with students’ emergency contacts (usually parents and family members) and keeps them informed of the situation.

4. During an ongoing crisis, keep the Office of International Programs informed on a regular basis through telephone at 406-830-0229 about the evolution of the crisis until it has passed.
Also, as the situation occurs, you should record as much information as possible in writing as a running log of the situation.

5. Notify the local U.S. embassy or consulate about the crisis and follow whatever procedures they may require; if there is a continuing risk to the welfare of the students (during a terrorist threat, for example), ask the appropriate embassy or consular officer to advise you on a regular basis about the evolution of the crisis and about how the students should respond.

6. In a medical emergency, contact the appropriate health center/hospital/clinic at the overseas site so that it can assist you and help coordinate the necessary arrangements. In any other sort of emergency, notify the local police about the situation if you and the embassy believe this is appropriate; then, follow the procedures the police may require of you or the student.

7. During a political crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, tell the students to keep a low profile. Tell them to avoid demonstrations, confrontations, or situations where they could be in danger; to avoid behavior that could call attention to themselves; to avoid locales where foreigners or Americans are known to congregate; and to take down signs, avoid using luggage tags and wearing clothes that would label them as Americans.

8. In the event of a significant crisis, students have the option of returning to the U.S. Every reasonable effort will be made to allow them to continue their academic program on campus.

9. If the situation were to deteriorate to the point where the degree of risk to the participant and faculty was deemed unacceptable, University of Montana would bring faculty members and students home. The Office of International Programs, the appropriate individuals at University of Montana, the faculty leader, insurance company, the U.S. Embassy and Department of State would develop an evacuation plan in as much detail as possible. This plan would be transmitted to you in confidence, and we would continue to work closely with you throughout the process.

Observing the procedures outlined here will help assure that our students will have the unique educational experience abroad that you, they, and the Office of International Programs are hoping they will have. Upon resolution of the emergency, the Office of International Programs will facilitate a comprehensive review of the occurrence.