**Plan for Emergency Incidents Abroad**

**BRYN MAWR COLLEGE**

A local contingency plan should be completed by the trip leader (traveling with a group) or the individual traveler (if traveling alone). Please retain a copy of this plan to carry for the duration of your trip, submit one copy of the plan to your department contact and one copy toCampus Safety. Trip/group leaders are responsible to ensure that all travelers are fully aware of the details of this contingency plan. At a minimum, the plan should include:

* Requirement for prior and onsite travel orientation for all
* Communication plan including the following:
	+ 24/7 ability to contact the home campus
	+ 24/7 ability for all participants and for non-travelling campus representatives to contact the trip leader in the event of an emergency during the trip
	+ Calling tree to quickly disseminate emergency information or activate emergency procedures as needed
	+ Required registration of all participants with the State Department's Smart Traveler Program for up-to-date warnings
	+ Required registration of travel plans for trip leaders (or sole traveler) on www.ACETravelAssistance.com
* Back-up Procedure/plan of last resort (safe haven plan)
* Guidelines/procedures for different types of emergencies/threats including evacuation procedures
* Directions for documenting events from start of emergency to finish, including post emergency protocols

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| **Primary Trip Leader/Traveller Name:** |  |
|  Title: |  |
|  School/Department: |  |
|  Phone # (U.S.): |  |
|  Phone # (24/7 in-country): |  |
|  Email: |  |
| **Secondary “Back-up” Trip Leader Name:**  |  |
|  Title: |  |
|  School/Department: |  |
|  Phone # (U.S.): |  |
|  Phone # (24/7 in-country): |  |
|  Email: |  |
| **Admin. contact name (not traveling with you):** |  |
|  Title: |  |
|  School/Department: |  |
|  Phone # (24/7 U.S.): |  |
|  Email: |  |
| **Bryn Mawr Campus Safety 24/7 phone #:** | 001-610-526-7911 |

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| Name and 24/7 contact information for the person holding copies of passports/visas. |  |
| Name and 24/7 contact information for the person with access to each traveller’s medical and emergency contact information. |  |
| Name and 24/7 contact information of the person at Bryn Mawr College (not traveling) who has details of trip itinerary, hotel/accommodations, and contact information. |  |

Other Travelers:

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| **Name** | **Role\*** | **24/7 Contact Info During Trip (phone/text and e-mail)** | **Designated Person to Contact in Case of Emergency** |
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\* For example, BMC undergrad student, BMC graduate student, BMC faculty, BMC Staff, family member, etc.

Itinerary:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Arrival date** | **Method (airline & flight #, train #, etc.)** | **City, Country** | **Hotel and other known sites to be visited** | **Closest U.S. Embassy or Consulate contact info** | **Closest Hospitals & Emergency Rooms contact info** | **Local Police/Authorities contact info** | **Designated group meeting point in case of emergency**  | **Secondary group meeting point** |
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**Travel Insurance and Emergency Assistance Providers**

**Bryn Mawr College Travel Insurance**

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| 24-Hour Access outside USA/Canada, call direct or collect**001-202-659-7803**Plan Number**: 01AH585**Primary Bryn Mawr Policy# **GLM N06531830**[Secondary Bryn Mawr Policy# **ADDN06531532**] |

**Insurance Services Include:**

* Emergency services: assistance with communications problems; travel arrangements; legal assistance; location of lost items; interpretation/translation
* Referrals to a hospital or doctor; medical monitoring and referrals; dispatch of specialist
* Emergency medical payments; medical and hospital expense guarantee
* Emergency medical transport, evacuation, or repatriation with escort or family member
* Security evacuation

**EVACUATION PHASES**

This provides a checklist whilst overseas on how to monitor and assess the situation and also to provide actions to take during normal state and any potential evacuation.

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| **Evacuation Phase** | **Indication and Warnings** | **SITUATION MONItoring** | **ASSESSMENT CRITERIA** | **Actions** |
| **Normal** | * Normal state
 | * Identify reliable sources of information among local government, businesses, and expatriate personnel
* Collate and assess available information against other sources
 | * Numbers, composition and locations of employees and dependants.
* Facilities available to evacuate personnel
* Facilities available to recover equipment and assets.
 | * Maintain/Update Emergency Plan; share with appropriate campus departments
* Register with the relevant Embassy or High Commission
* Register travel plans on [www.acetravelassistance.com](http://www.acetravelassistance.com)
* Make contact with Bryn Mawr College every 24 hours if in a high or very high risk area.
* Ensure capability of 24X7 communications traveller/group leader and Bryn Mawr College
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| **Phase 1 -****Alert State** | * Rumours of conflict within the (***City/Region/Country)***
* Rapid change in currency rates or relative economic stability
* Frequent military deployments and road blocks
* Government restrictions on foreigners
* Violent demonstrations against foreign interests
* Restrictions on movement in large cities
* Threats against Western civilians from locals
* Shortages of staple food and fuel
* Public threats against Western civilians in **(immediate area/city)** by terrorist or anti-government organizations
 | * *The below are criteria for phase 1 & 2:*
* Liaise with the U.S. Embassy
* Monitor the security situation
* Remain aware of the situation by monitoring TV, radio, social media
* Monitor the mood and attitude of local personnel/community
 | * *The below are criteria for phase 1 & 2:*
* Likely changes in the situation
* Local attitude towards expatriate personnel and businesses and any foreseeable changes
* Condition of transport network
* Availability of essential supplies
* Condition of essential services
* Condition of internal and external communications network
* Advice from local embassies and home governments
* Spread of threat within the country
* Legal obligations and future of program
 | * Update inventories of personal effects
* Issue personal security briefing for students/BMC travelers
* Make/update arrangements for air transport to a safe haven (This would be determined after discussions with Embassy).
* Check means of transport to safe haven and check alternatives
* Dispose of non‑essential documents and equipment
* Consider provision of other support services to evacuees and dependents
* Remain in workplace, residence or assembly area
* Be prepared to evacuate at short notice
* Traveler/group leader to inform Bryn Mawr College of any significant changes
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| **Phase II –****LIMITED aCTION** | * Political demonstrations of increasing magnitude
* Isolated terrorist action
* Movement advisory’s promulgated by Embassies
* Violent clashes in or near **city/region/country**
 | * Evacuate dependants and non‑essential participants to safe haven
* Review operations ‑ implement gradual run down if necessary and arrange recovery of equipment no longer in operation
* Liaise with contacts at identified destination for evacuees (safe haven)
* Issue updated security brief to students/BMC travelers
* Review security plans (including plans for potential travel out of the region) and centralize remaining group participants
* Traveler/group leader to inform Bryn Mawr College of any significant changes
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| **Phase III –****evacuation** | * Suspicious death of political leaders
* One or more overt coup attempts
* Regular violence in streets between rival political groups
* Frequent curfews
* Demonstrations and riots out of control
* Increased bomb or arson attacks in city areas
* Shortage of staple foods
 |  |  | **Following advice to leave the program location:*** Contact Bryn Mawr College
* Withdraw participants to designated location.
* Review security of participants, property and equipment remaining

**Following advice to leave region:*** Immediately contact Bryn Mawr College.
* Fly out from closest safe airport
* Finalize plans for remote management of operations if full evacuation is implemented
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