Emergency Management Plan
Information for Students and Parents
Off-Campus Study Programs

Technological change and political turmoil have altered the administration of off-campus study programs in a manner that early program developers could not have conceived. Gustavus has developed a plan to manage emergencies occurring on these programs. The outline below provides students and their parents with the essential components of that management plan to facilitate its implementation and to aid in communication about/in an emergency.

Please note that off-campus study orientation information, whether printed or on-line, addresses important health and safety issues related to international or domestic off-campus travel. Adherence to this information, along with appropriate behavior, caution and common sense can prevent many emergency situations.

Decisions regarding program itineraries normally consider information from the U.S. State Department. Gustavus is prepared to make changes on short notice should a situation arise in-country that causes serious concern. Gustavus will not allow students to begin a January Interim travel course at a site that is designated by the U.S. State Department as under a travel warning. Students who have been granted approval to study for a semester or year off-campus will be allowed to study in a country under a U.S. Department of State travel warning only in rare exceptions (and additional application procedures apply).

Conditions Requiring Emergency Management
A. Emotional or psychological stress that appears to require removal from the situation or professional attention.
   The parents and Dean of Students will be contacted. Gustavus Counseling Center will be contacted if appropriate. The student and/or on-site faculty will be contacted by CICE to help evaluate the situation.
B. Being the victim of a crime, e.g. theft, assault, rape, harassment, etc. or being accused of committing a crime.
   The parents, Dean of Students and local on-site authorities will be contacted, if applicable.
C. Serious illness, injury or death of student.
   Once informed of the situation, the College will contact the parents, the College’s insurance provider, and the Dean of Students. Provisions for necessary medical care in-country, emergency evacuation, etc. will be made. Gustavus, if necessary, will advance funds to cover emergency costs. Such expenses are ultimately the responsibility of the student/parents.
D. A situation in-country arises that causes serious concern, i.e., a politically motivated event/threat or a natural disaster.
   Gustavus will contact the on-site faculty leader, the host and/or program provider and the U.S. State Department. When the status of the emergency situation is accurately determined, Gustavus will contact parents. An action plan will be developed to respond to the specific situation.

Family Emergency Management
Death or Illness of a Family Member
Before departure, students and their parents should discuss action that would be taken should an immediate family member become ill or die during the student’s absence. Gustavus will, if requested,
provide assistance in contacting the student (often this is accomplished by contacting on-site faculty, host and/or program provider, and asking them to inform students. Gustavus will, if requested, help make arrangements for the student to come home. Such expenses are, ultimately, the responsibility of the students/parents.

**Emergency Phone Numbers**

We recommend contacting these offices in this order:

1. **Center for International and Cultural Education**: 507-933-7545  
   (Office Hours: M-F, 8am-4:45pm Central Daylight Time) ............ fax: 507-933-7900

2. **After hours: Gustavus Office of Safety**: 507-933-8888

   3. Director, Carolyn O’Grady ........................................... office: 507-933-7545  
      email: cogrady@gustavus.edu

   4. Assistant Director, Linda Shaw........................................ office: 507-933-7545  
      email: lshaw@gustavus.edu

   5. Study Abroad Advisor, Jill Fischer ................................. office: 507-933-7546  
      email: jfische4@gustavus.edu

   6. Dean of Students, JoNes VanHecke................................. office: 507-933-7526  
      email: jvanheck@gustavus.edu

   7. Provost Mark Braun ...................................................... office: 507-933-7541  
      email: mbraun@gustavus.edu

**Insurance Information**

**EIIA International Travel Program**

All Gustavus students and accompanying faculty members are covered under Gustavus Adolphus College insurance with EIIA. This insurance provides secondary coverage for international emergencies and accidents as well as other benefits. Pre-existing conditions are covered up to $3000 with a $500 deductible.

[http://eiia.org/ForeignAssist/](http://eiia.org/ForeignAssist/)

**CISI (Cultural Insurance Services International)**

Students and accompanying faculty members on Gustavus-run semester or short-term international programs, and other semester and year-long students who choose to add this coverage, are covered under Gustavus Adolphus College insurance with CISI. This insurance will serve as primary health insurance in the host country and will provide medical benefits for injury and sickness. Pre-existing conditions are covered up to $1000, and prescription drugs are covered at 100%.