Guidelines for Emergency Protocols Report

Off-campus Programs

Although emergency situations cannot be anticipated, this report is intended to enhance preparedness for the range of potential emergency situations. A copy of this report should be left with the on-campus unit responsible for administration of the off-campus program.

• What are the medical services available at the site for the off-campus program? What provisions can be made for emergency health services? Note that all students should be covered by appropriate health insurance (UIUC student health insurance, parents’ health insurance or international CISI emergency medical, evacuation, and repatriation insurance).

• Will the program provide on-site orientation to participants about health and safety issues?

• Location and phone contact of nearest police departments, U.S. Consulate or Embassy (if international)

• Have all participants signed the program’s Acknowledgment of Risk form? What notable health or safety risks (e.g., environmental, political, health-related, etc.) exist at the program location? Elaborate on separate paper if necessary.

• Have all participants signed and submitted Emergency Contact Information? Does the program leader have copies of each student’s emergency contact information? Is a copy of emergency contact information on file with on campus administrative unit supporting the program?

• What contingency plans exist for emergency evacuation? Are local funds available to cover costs of emergency transportation?

• Should an emergency response be required, on campus administrative/departmental office must be notified as soon as possible, even if it is after regular office hours. What number to call? The administrative unit will then determine whether it is necessary to notify the Dean of Students, the College or other relevant offices on campus.