

Appendix G

CSUSB TRIP-SPECIFIC INTERNATIONAL TRAVEL EMERGENCY PLAN

HOW TO USE THIS FORM

This form should be completed by Education Abroad Coordinators (EAC) 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

EAC 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 EDUCATION ABROAD COORDINATOR NAME:

CELL PHONE:

EMAIL:

Mark Oswood

909-496-2123

moswood@csusb.edu

ALTERNATE COORDINATOR NAME:

CELL PHONE:

EMAIL:

Emmanuel Rodriguez

760-217-8840

rodre396@coyote.csusb.edu

COLLEGE/DEPARTMENT CONTACT NAME:

PHONE:

EMAIL:

Vilayat Del Rossi

909-537-7141

Vilayat.DelRossi@csusb.edu

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 a 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, media sources and radio for weather and social conditions to remain aware of potential threats.

DESIGNATED ASSEMBLY AREA/EMERGENCY RALLY POINTS

In the unlikely event that travelers are unable to communicate and return to the primary residence/location or designated assembly area in 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

SITE ONE		
COUNTRY:	CITY/PROVINCE:	PHONE:
Mexico	Ensenada, Baja	646-127-9229
ADDRESS:		
Rancho El Refugio, 4TA Y Grenada #2063, Local 101 Col. Obrera, Ensenada, Baja California C.P., Mexico, 22830		
LOCAL LAW ENFORCEMENT PHONE:	LOCAL FIRE/RESCUE PHONE:	EMERGENCY MEDICAL SERVICES:
Municipal Police 646-165-20-34, 911 State Police 646-176-13-11,	911 Tourist Assistance 078	Velmar Hospital De Las Arenas 151 Playa Ensenada, 22880 Ensenada, B.C., Mexico +52 646 173 4500
NEAREST EMBASSY OR CONSULATE:		
United States Consulate, Tijuana, Mexico		
EMBASSY OR CONSULATE ADDRESS:		
Paseo de las Culturas S/N, Otay Mesa, 22425 Tijuana, B.C., Mexico		
EMBASSY OR CONSULATE PHONE:	+52 664 977 2000	
PRIMARY DESIGNATED ASSEMBLY AREA: (meeting location to facilitate reunification and accountability)	Rancho El Refugio Dining Hall and/or Outdoor Amphitheater	
PRIMARY SHELTER LOCATION: (for the event of severe weather, earthquakes, and manmade threats (e.g., violence or civil unrest) to provide temporary respite from natural and manmade hazard).	Rancho El Refugio Dining Hall and/or Outdoor Amphitheater	

SECTION III: SITE SPECIFIC INFORMATION

SITE TWO		
COUNTRY:	CITY/PROVINCE:	PHONE:
<input type="text"/>	<input type="text"/>	<input type="text"/>
ADDRESS:		
<input type="text"/>		
LOCAL LAW ENFORCEMENT PHONE:	LOCAL FIRE/RESCUE PHONE:	EMERGENCY MEDICAL SERVICES:
<input type="text"/>	<input type="text"/>	<input type="text"/>
NEAREST EMBASSY OR CONSULATE:		
<input type="text"/>		
EMBASSY OR CONSULATE ADDRESS:		
<input type="text"/>		
EMBASSY OR CONSULATE PHONE:	<input type="text"/>	
PRIMARY DESIGNATED ASSEMBLY AREA: (meeting location to facilitate reunification and accountability)	<input type="text"/>	
PRIMARY SHELTER LOCATION (optional): (for the event of severe weather, earthquakes, and manmade threats (e.g., violence or civil unrest) to provide temporary respite from natural and manmade hazard).	<input type="text"/>	

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
California State University, San Bernardino	562-477-4657 Vilayat Del Rossi	
International Travel Insurance Provider	CSUSB Auxiliary - 1.630.694.9764	
Campus University Police	909.537.5165	

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.

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 (limited to the space used by CSUSB student, e.g., room numbers, and limited to specific dates) in accordance with the Clery Act. Report crime to campus police by phone 909-537-5165, email: police@csusb.edu or download report form from [http://_ https://dsa-online.dialogedu.com/csusb/school-forms/files/csa-incident-reporting](http://_https://dsa-online.dialogedu.com/csusb/school-forms/files/csa-incident-reporting).

- 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.

CAMPUS RISK MANAGER:

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.

INTERNATIONAL TRAVEL INSURANCE PROVIDER:

Should be contacted whenever the following services are needed:

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

SECTION V: NOTIFICATION PROCEDURES

Incident	Incident Response Guidelines				
	Step 1	Step 2	Step 3	Step 4	Step 5
Missing Person	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	
Localized Violence (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 Campus RM/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
Natural Disaster	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 Campus RM/Study Abroad	Contact Campus RM/Study Abroad for assistance with protective measures and to evaluate health and safety risks	If necessary request assistance from Campus RM/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
Sexual Assault or Assault	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 Campus RM/Study Abroad if a survivor wishes to withdraw from the program
Communicable Disease or Epidemic	Follow safety precautions issued by local health officials, CDC and the university	Contact Campus RM/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 Campus RM/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

SECTION V: NOTIFICATION PROCEDURES (CONTINUED)

Incident	Incident Response Guidelines			
	Step 1	Step 2	Step 3	Step 4
Arrest of Participant	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 Campus RM/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
Medical Emergency	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	
In Country Relocation	Gather participants or meet at the pre-determined rally point and account for all participants	Contact Campus RM/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 Campus RM/Study Abroad to coordinate alternate travel arrangements or accommodations
Evacuation (Out of Country)	Gather participants or meet at the pre-determined rally point and account for all participants	Contact Campus RM/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 Campus RM/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
University Police Notification	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.			