

[Term] Group Emergency Plan **[Program Title]**

--- The emergency plan depends on efficient communication:

1. Know where to find your wallet size emergency card at all times.
2. Keep your cell phone charged and turned on at all times.
3. Share your number with the CU group leaders and with on-site contacts so that the local records/contingency phone lists are up to date
4. Insert into your phone the numbers of your roommates and the numbers included on your emergency card for:
 - The Group Leader's cell phone numbers
 - On-site contacts emergency cell phone numbers
 - U.S. Consulate/Embassy in [host city]
 - CU Education Abroad Office: business hours number and after hours emergency number
 - Gallagher Global Assistance (AXA)

--- In an emergency you will be called by:

- **Group Leader(s)**
And/or
- **Provider Program Director**
And/or
- **Other on-site staff**

--- Plan for an evacuation plan within the city:

Should there be need for an evacuation to a safe place within the city of [XYZ, which is where the University is located, you should proceed to the primary meeting place, which is in front of their assigned dormitory. Once everyone has been identified, the administrative assistants and the transport company (Transport) will begin transporting students to main entrance at the Tyger Valley Mall located on the corner of Bill Bezuidenhout and Durban Road. This location is about five miles from campus.]

--- Plan for an evacuation plan to a safe location outside of the city if it is not safe to stay in the city:

Should there be a need to evacuate the city of [XYZ, where the University is located, the group will relocate to the nearby city of BBB. Transport will be available from the primary meeting place, which is in front of the assigned dormitory where students are staying on the University campus. The Graduate School of Business at the University of HHH will be the destination point should there be a need to evacuate XYZ. It is located in the Victoria and Alfred Waterfront. Students should gather in the reception area at the Graduate School of Business.]

If for some reason it is determined that [HHH] is not a secure location, there will be a secondary destination area to which students will be moved. [The second area is Stellenbosch city centre located about 25 miles from BBB, you will meet in front of the BBB hotel on Adam Tas street. The administrative assistants will determine which area is the safest and then contact all students by telephone, email, and text message to tell them the destination.]

---- Plan for an attack on [program center or classroom building]:

Should there be an attack on the [University Campus], you are to leave the building and head directly to your [dorm rooms. The dorms are located near campus, thus providing safe distance from the attack, meeting points that are familiar to both students and staff, and the ability to secure oneself out of sight and harm's way. If one or both administrative assistants are present, you will immediately follow her/them to the vehicle to be driven to the dorms. If the location of the administrative assistants is unknown, you will hastily move on your own accord directly to your assigned dorm room and await further contact from the Program staff. Dorm room assignments will be decided upon entering HHH and will then be sent to partnering universities].

--- Plan for a natural disaster, such as earthquake or gas explosion:

In the event of a natural disaster, you will immediately exit the buildings and make your way outside onto [the main parking lot next to the business and economics building on the University campus. Once outside, you should head directly east—away from the entrance of the library—towards the tennis courts. This area is spacious and debris-free, thus providing a secure location. This plan remains true in the event of a gas explosion; the students should head towards the tennis courts. Depending on the extent of the damage after assessment, you will be given further instructions by Program staff.]

--- Plan for an emergency happening away from the program:

Should you or staff experience any sort of emergency when visiting with clients, conducting field research, or when on group outings or otherwise away from campus, you are instructed to immediately contact [one of the two administrative assistants. Additionally, all staff will be aware of each student's location while working with their assigned entrepreneurs or other miscellaneous undertakings throughout the day. Once a problem is identified, the administrative assistants will immediately send a vehicle to the area in order to transport the students to safety. However, if the administrative assistants are unable to hastily reach the troubled students, either a taxi or the transport system will be contacted to send a vehicle. Should both the administrative assistants and the transport be unavailable, you should hire a taxi—preferably accompanied by at least one other student—and return immediately to campus.]

--- Phone tree in case of a group emergency

[insert program phone tree here]

--- Preventative Security Procedures

[insert preventative security procedures here]

Such advice includes:

- Not to wear clothing that identifies you as American citizens (college sweatshirts, baseball caps).
- Keeping a low profile, e.g. if in a populated area please keep your voices low. Travel in small groups, especially at night.
- Make others aware of your daily movements and ensure to let others know which part of your host city you will be in.

- It is advisable to show consideration to your family and keep a regular dialogue. Please remember to call home just to reassure relatives of your safety.
- Please allow extra time for your journey as delays on public transport are likely to be a regular occurrence due to increased security checks and possible hoax warnings.
- If you are in an area which has been cordoned off by police do not stand around to watch, move as far away as possible.

We would also like to reiterate the following points for security:

- Look out for any suspicious or unusual behavior and report anything which seems wrong or out of place.
- Do not touch or move any unattended bags or packages
- Do not display flags of any nation or posters in windows.
- Keep all important documents. e.g passports and visas, in a safe place at all times. It is advised that copies are made of these documents and kept in a different place in case of emergencies. If any of these documents are lost or stolen, you must inform the police and the United States Embassy immediately.

In an emergency or evacuation please contact your Group Leader(s) and/or emergency contacts.

Please understand that we are concerned about the safety of all participants and will do our best to keep you informed of all latest developments and recommendations.

The following websites from the US State Department may be useful:

[host country] page: [https://travel.state.gov/content/passports/en/country/\[hostcountry\].html](https://travel.state.gov/content/passports/en/country/[hostcountry].html)