Procedure:	Travel Emergency	Procedure No.:	AA4011.5
Authority:	College President	Associated Policy Reference No.:	AA4011
Procedure Owner:	VP Academic Affairs	Responsible Party:	*Department Deans*
Approved:	05/16/2023		
Revised:	(DATE)		

Purpose
The purpose of this procedure is to outline how to manage an emergency while traveling domestically or internationally.

Related Policies (by number)
AA4011 Travel Policy

To whom it applies (title or department)
Faculty-led student travel: Any student travel that takes place off campus that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.
Non-credit travel: any student travel not part of a course that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.

General Guidelines
When developing a emergency response plan for your course please refer to the college's official Travel Emergency Response Plan, and any supplemental materials designated appropriately for each event. Your emergency response plan should be filed through the Student Travel Registry.

Definitions
The Clery Act: For student travel led by faculty and/or staff, program/travel leaders must provide appropriate documentation, as outlined in the procedures, in compliance with the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Emergency: Any circumstance that poses an immediate or potential risk to, or has already affected the safety, security, or health of program/travel participants. Emergencies include, though are not confined to, the following types of events and incidents:
- Disappearance or kidnapping of a participant
- Criminal assaults against program participants
- Sexual assault or rape
- Serious illness, physical or emotional, injury or death
- Hospitalization for any reason

- Arrest, incarceration, or deportation
- Terrorist threat or attack
- Local political crisis
- Natural disasters
- Sudden evacuation of a participant or faculty member in response to a stateside emergency
- Travel Warning issued by the U.S. State Department specific to a country, region or world-wide

A "perceived emergency" results from events that are not immediately threatening to the health or safety of students or staff, but which may be viewed as such by family and friends at home, or by the media. In many instances, a perceived emergency must be treated as a real emergency.

Non-Emergency: Non-emergencies are situations that do not require an immediate call to Public Safety but must be reported to the sponsoring office/department upon return. Please use the incident report form. This includes, but is not limited to, the following type of incidents:
- Violation of Student Code of Conduct
- Unusual behavior that does not reach a crisis
- Alcohol or drug violation that does not reach a crisis
- Illness or accident that does not reach a crisis
  If participants and travel leaders are questioning whether they should call, they should always err on the side of caution and call.

Action (Created, Reviewed, Retired)	Date	Initials	Position Title
Created	05/05/2023	PK	*VP Academic Affairs*

Appendix

Appendix A – Call Guide for Emergency Situations

Ensure immediate safety of student and/ or group

Call 911 or Call host country emergency phone number

SUNY Broome Public Safety Calls ------------

Appendix B - Forms for further clarification of procedure

On the Scene
Individual:
        Remove individual from hazards/potential hazards
        Assess and ensure treatment of life threats
        Provide first aid
        Continue to monitor individual
        If missing student, log following information:
                When was student last seen?
                What was student wearing?
                How was student acting prior to disappearance?
                Other notable points of concern
Group:
        Remove group from hazard/potential hazard and manage safety
        Assure and calm fears
        Ensure adequate supervision

Appendix C

Communicate this information for critical or fatal emergency:
> Your name
> State: ***"This is an emergency involving "FLP course/program name and primary faculty/staff"***
> Affected individuals' names
> What happened and what first aid has been rendered
> Best assessment of what is currently wrong with the individual(s)
> Exact location of the individual(s)
> Your current location
> What you are requesting (emergency medical services, evacuation, equipment)
> Status and location of the rest of the group (if separate)
> EXACT location to meet emergency service providers or from which to evacuate (if applicable)
> Confirm time of next scheduled communication contact

Communicate this information for lost/missing individual:
> Your name
> State: ***"This is a missing person incident involving "FLP course/program name and primary faculty/staff"***
> Missing person's name
> How long they have been missing
> Missing person's physical description (clothing and appearance)
> Missing person's physical condition (mental status, food, water, equipment, resources, experience level, etc.)
> Exact location of the last seen spot
> Where they were going or the circumstances of the situation
> What you are requesting (search assistance, equipment)
> Status and location of the rest of the group
> Confirm time of next scheduled communication contact

Program leaders should document all of the above information and complete the Incident and/or Clery Report.