

Crisis Response Plan: International Winter Term

TRIP LEADER:

- Trip Leader calls Campus Safety and Security Emergency Line: 440-775-8911. From most countries 011 is the international dialing prefix for the United States, however another code or operator assistance may be required.
- Trip leader states that this is an emergency in an international winter term program and provides Campus Safety and Security with a telephone number where s/he can be reached.
- Campus Safety and Security contacts the Dean On-Call.
- Dean On-Call calls Trip Leader back promptly. Trip leader provides the following information:
 - Name of caller, position, Winter Term project name, location and phone number(s)
 - Name of student(s) in crisis
 - Nature of crisis
 - Description of any immediate plan of action

DEAN ON-CALL:

- Calls Linda Gates (Dean of Students)
Work: 440-775-8462
Home: 440-774-5484
- May call Ellen Sayles (Director of Programs for International Studies)
Work: 440-775-8540
Home: 440-774-3470

Roles and Responsibilities

TRIP LEADER:

The Trip Leader will notify Campus Safety and Security and await a return call from the Dean On-Call.

The Trip Leader will consult with the Dean about desirable courses of action.

The Trip Leader will notify and stay in contact with relevant international authorities, e.g. embassy, police, medical, etc.

The Trip Leader will call/email all Oberlin College students involved in the project and arrange to stay in touch to offer further information, advice and support.

OBERLIN COLLEGE:

Dean On-Call will contact the Dean of Students.

Together they will decide on the seriousness of the situation and may call Ellen Sayles, Director of Programs for International Studies.

Relevant staff at Oberlin College will offer ongoing direction and support to the Trip Leader. Additionally, the Dean On-Call and the Dean of Students may decide that the situation warrants use of the Oberlin College Crisis/Disaster Response Plan, in which case an Emergency Director would be named and the situation would be managed as outlined in that document.

OBERLIN STUDENTS:

Students will ensure that the Trip Leader has full, up-to-date contact information for them, including information about any travel plans outside regular group activities.

Students will contact the Trip Leader for information and instructions, and follow these instructions.

Students will contact their parents to reassure them they are okay.

Students should stay calm, and they should keep their phone/internet lines clear so that they can receive further information and instructions in the event of a serious crisis.