QUESTIONS FOR RESPONDING TO EMERGENCIES

Universal Concerns Assess the Following:	■ What is the current physical and psychological condition of affected participant(s)? ■ Is the lead on-site staff member now in close contact with all affected participants? ■ What is the proximity of the event(s) to all program participants? ■ What is the imminent risk to participant(s) if they remain where they are? ■ Are all program participants, whether directly involved or not, aware of the emergency? How are they responding to the emergency? ■ Are adequate food, water, and medical attention available? ■ Is adequate and secure housing available? How long will this housing be available? What other appropriate housing options are available as a backup, if needed? ■ What information should be given to students about steps to take in the event that the situation worsens? ■ Should students be evacuated?
If a participant(s) has fallen seriously ill or been seriously injured	■ Is the insurance provider involved/aware? ■ What medical treatment has the student received? ■ Does the attending physician speak English? ■ What is the diagnosis? The prescribed treatment? The prognosis? ■ Are other participants at risk from this illness? ■ Is airlift a desirable and viable action? ■ Does the Response Team need to be convened? ■ Have the student's parents been contacted?
If a participant is suffering from consequences related to mental illness	■ Is the insurance provider involved/aware? ■ What medical treatment has the student received? ■ Is counseling available? ■ If the individual chooses to return home, is it safe for them to go alone? ■ Does the Response Team need to be convened? ■ Have the student's parents been contacted?

If a participant has been assaulted or raped	■ What are the details of the incident? ■ What has the on-site response been? ■ Where has the participant been taken? ■ If a rape or sexual assault, is counseling available? Counseling in English? ■ Has the closest U.S. consulate or embassy been contacted for advice regarding reporting the incident? ■ Has appropriate local law enforcement been notified? ■ What is the medical diagnosis? The prescribed treatment? The prognosis? ■ Is the participant interested in returning to the United States? ■ Does the Response Team need to be convened? ■ Have the student's parents been contacted?
If a participant is missing	■ When was the student last seen? ■ Does anyone have any idea where they might have gone? ■ If the student had left and was expected to return at a specific time, when was the date and time of the expected return? ■ Did the participant tell anyone of plans to be absent? ■ Are search and rescue operations available on site? Are these reliable? Have they already been initiated? Should they be initiated? ■ If other students are enlisted to form search parties, have they been adequately briefed on what to do if they find the missing participant and on the various scenarios they may encounter? ■ Is assistance through the health insurance or travel assistance provider needed? ■ Does the Response Team need to be convened? ■ Have the student's parents been contacted? ■ If you have determined that the student is truly likely to be missing, proceed with the following questions: ■ Has a report been filed with the local police? ■ What is the case number? ■ What other locally and culturally appropriate steps are necessary? ■ Has the embassy been contacted?

If a student has died	■ Have the local police been notified? ■ Has the U.S. embassy been notified? ■ Have plans been made to repatriate the body? ■ What coordination is needed to take care of collecting personal belongings, closing a bank account, liaising with the student's host family, etc.? ■ What counseling support is available for other program students? ■ Does the Response Team need to be convened? ■ Have the student's parents been contacted?
If a student has been arrested	■ Has he or she been detained? ■ Has the U.S. embassy been notified? What has their response been? What is their advice? ■ What agency made the arrest and filed the charges? ■ What are the names, addresses, and phone numbers of arresting authorities? ■ What is the case number? ■ What rights have been granted? ■ Is he/she entitled to place a phone call? ■ Has a local attorney been contacted?
If a student has been taken hostage	■ Has the U.S. embassy been notified? ■ What is the embassy's advice? ■ Have the kidnappers made contact? ■ Is negotiation support available on site? ■ Who is the contact person at the embassy, and at the U.S. Department of State in Washington, D.C.? ■ What are their titles and contact numbers? ■ Does the Response Team need to be convened? ■ Have the student's parents been contacted?

If the emergency is political in nature (e.g., terrorist acts), or if a natural or man-made disaster has occurred	■ Does the Response Team need to be convened? ■ Have the students' parents been contacted? ■ Has the U.S. embassy advised participants to take appropriate action? ■ Have all participants been made aware of these pre-cautions, and in writing? ■ Are all participants following these precautions? Have local authorities imposed a curfew? ■ Has travel in or out of the country been restricted in any way? ■ Is the group in danger? ■ Should regular classes and other program activities be suspended? ■ Who or what is the target of any unrest? ■ Has any particular group or organization been threatened? ■ What kind of military or other security or public safety personnel are present? Are they unusually visible? How are they behaving with respect to the civilian population? ■ Is airlift a desirable and viable action?

Source: Gail Gilbert