

Colorado College Off-Campus Emergency Procedures
Don't leave the country without this section!

In the event of an emergency, the following procedures should be followed:

- 1. TAKE ALL STEPS NECESSARY TO ENSURE THAT DANGERS AND RISKS HAVE BEEN REDUCED AS MUCH AS POSSIBLE.**
- 2. OBTAIN A CLEAR DESCRIPTION OF WHAT HAS HAPPENED. Use the different emergency scenarios for the kinds of information you should obtain, as best as you can.**
- 3. NOTIFY COLORADO COLLEGE IMMEDIATELY.**
It is your judgment if it is pertinent to call SOS immediately.
- 4. AVOID SPEAKING WITH THE MEDIA.**

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Serious Illness or Injury of either student or faculty leader

1. Ensure the person is receiving medical attention.
2. Ensure the rest of the group is provided for.
3. Determine if you should immediately contact the local authorities in the host country. This could be the police, medical professional, U.S. Embassy officials, etc.
4. Contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have *your* contact information ready.
5. Determine if you need to call SOS immediately.
6. Keep a record of as many details as possible pertaining to the emergency.

Student or faculty leader becomes a victim of crime or theft

1. Determine if you should immediately contact the local authorities in the host country. This could be the police, medical professional, U.S. Embassy officials, etc.
2. Ensure the rest of the group is provided for while you are handling the incident.
3. SOS can assist with referral services for English speaking medical professionals if necessary. Call SOS.
4. Contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have *your* contact information ready.
5. Keep a record of as many details as possible pertaining to the incident.
6. Avoid speaking with the media.
7. Refrain from contacting the student's/ faculty's emergency contacts. Someone from CC will do that.
8. If the situation is between a CC student and an outside party, actions will depend upon the laws of the host country and desires of the victim. CC on-campus staff will contact Chris Melcher for advice.
9. If the situation is between two CC students, College policy will apply and the Dean of Students will have primary responsibility for actions.

If a student displays violent or suicidal behavior

1. Determine if you need to seek medical assistance immediately.
2. Make sure the student is under safe supervision.
3. Make sure the rest of the group is provided for.
4. Contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have contact *your* information ready.
5. Keep a record of as many details as possible pertaining to the incident.

Student or faculty leader becomes a victim of assault, rape, or harassment

1. The victim has the right to decide whether or not to inform/contact the local authorities.
2. Ensure that those rights are not violated.
3. Determine if the victim and perpetrator need immediate separation.
4. Ensure that someone is with the victim, preferably someone of the victim's choice.
5. Ensure the rest of the group is provided for while you are attending to the incident.
6. SOS can assist with referral services for English speaking medical professionals if necessary. Call SOS if necessary.
7. Contact Heather Horton, the CC's sexual assault response coordinator.
Office: 719-227-8101. Cell: 719-660-8915 hhorton@coloradocollege.edu
8. Contact CC Campus Security if you can't get through. Campus Security will make contact with the person on call. Make sure you have *your* contact information ready.
9. Keep a record of as many details as possible pertaining to the incident.
10. In case of emergencies, faculty and students should refrain from making statements to the media. If you are contacted to answer questions, refer the media to the CC Communications Office, 389-6603. Media relations specialists in the Communications Office will handle all contact with the media.
11. Refrain from contacting the student's/faculty's emergency contacts **until** you have spoken with a staff from CC. Together you will decide on the best way forward.
12. Together with Heather Horton decide what the next steps are.

Sexual Assault Response Information for faculty and staff

The response for students experiencing sexual assault abroad should mirror the response for students experiencing sexual assault on campus.

(1) The physical health of the victim is a primary concern. Urge the student to get medical assistance (i.e., medical evaluation and treatment for physical trauma and sexually transmitted infection; emergency contraception. If forensic evidence collection is desired and available, it is best not to shower, brush teeth, or change clothes. Contact with the police may be required if forensic evidence is to be collected; asking hospital staff about the processes in place will be helpful. Victims are typically able to seek medical attention without being forced to talk to the police or cooperate with criminal prosecution. Medical exams can be quite stressful. Therefore it is crucial for a staff/faculty member to serve as a calm, supportive and non-judgmental support who will accompany the victim to the hospital and remain available throughout the exam.

Because sexual assault often leaves victims/survivors feeling powerless, it is very important for her/him to feel that she/he is in control of the decisions that affect her/his life. The decisions to seek medical attention, file a formal complaint to the college or to report to the police are decisions that only the victim/survivor should make. Obviously, if there are injuries in which a victim is not able to make decisions, you will need to assist.

(2) An additional factor to consider early in the response is safety. Sexual assaults often occur in the victim/survivor's room/home and are most often perpetrated by someone the victim/survivor knows. It is therefore important to assess how safe they feel in their room/home and to pursue other housing options as they may be available. Try to arrange their environment so that they will not be likely to come into contact with their attacker again.

A student or faculty leader is accused of committing a crime

1. Determine if you should immediately contact the local authorities in the host country. This could be the police, medical professional, U.S. Embassy officials, legal counsel in the country, etc. In some countries, this kind of action may not be the best immediate response.
2. Ensure the rest of the group is provided for while you are attending to the incident.
3. Contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have *your* contact information ready.
4. Keep a record of as many details as possible pertaining to the incident.
5. Faculty and students should refrain from making statements to the media. If you are contacted to answer questions, refer the media to the CC Communications Office, 719-389-6603. Media relations specialists in the Communications Office will handle all contact with the media.
6. Refrain from contacting the student's/faculty's emergency contacts **until** you have spoken with a staff from CC. Together you will decide on the best way forward.
7. If the situation is between a CC student and an outside party, actions will depend upon the laws of the host country and desires of the victim. CC on-campus staff will contact Chris Melcher for advice.
8. If the situation is between two CC students, College policy will apply and the Dean of Students and the Associate Dean of the College will have primary responsibility for actions.

Student or faculty leader with emotional/psychological problems

1. Determine if the person needs immediate medical attention before calling CC.
2. SOS will assist with emergency medical information/facilities. Call SOS.
3. Determine if the person should not be left alone until action can be taken.
4. Ensure the rest of the group is provided for while you are attending to the incident.
5. Contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have *your* contact information ready.
6. CC will contact the CC counselor on call.
7. Keep a record of as many details as possible pertaining to the incident.
8. Faculty and students should refrain from making statements to the media.
9. If you are contacted to answer questions, refer the media to the CC Communications Office, 719-389-6603. Media relations specialists in the Communications Office will handle all contact with the media.
10. Refrain from contacting the student's/faculty's emergency contacts **until** you have spoken with a staff from CC. Together you will decide on the best way forward.

A situation in host country causes concern (natural disaster, political uprising)

1. Ensure that all members of the group are safe or know how to get to a safe place.
2. Determine if you should immediately contact the local authorities in the host country. This could be the police or the U.S. Embassy officials.
3. Determine if you should contact SOS immediately.
4. Contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have contact information ready.
5. Keep a record of as many details as possible pertaining to the incident.
6. Faculty and students should refrain from making statements to the media.
If you are contacted to answer questions, refer the media to the CC Communications Office, 719-389-6603. Media relations specialists in the Communications Office will handle all contact with the media.
7. Refrain from contacting the student's/faculty's emergency contacts **until** you have spoken with a staff from CC. Together you will decide on the best way forward.
8. Stay abreast of the situation.

A student has taken an alcohol or drug overdose

1. Seek medical assistance immediately.
2. Make sure the rest of the group is provided for.
3. Keep a record of as many details as possible pertaining to the incident.
4. When the student is under medical attention, contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have contact information ready.
5. Faculty and students should refrain from making statements to the media.
If you are contacted to answer questions, refer the media to the CC Communications Office, 719-389-6603. Media relations specialists in the Communications Office will handle all contact with the media.

If a student decides to leave the program unexpectedly

1. Contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have contact information ready.
2. The appropriate Deans' offices will work with the student concerning financial and academic issues.
3. Ensure that the rest of the group is informed about the student's departure.
4. If the student was staying in a homestay, contact the family to inform them about the student's decision.

A student goes missing

1. Determine if you should immediately contact the local authorities in the host country. This could be the police, medical professional, U.S. Embassy officials, etc.
2. Check the student's accommodation. Find out if anyone in the group knows where the missing student was intending to go.
3. Ensure that no one in the group contacts friends/family to tell them who is missing. Some one from CC will contact the missing student's emergency contact.
4. Keep a record of as many details as possible pertaining to the incident.
5. Contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have contact information ready.
6. Faculty and students should refrain from making statements to the media.
If you are contacted to answer questions, refer the media to the CC Communications Office, 719-389-6603. Media relations specialists in the Communications Office will handle all contact with the media.

Death of either student or faculty leader

1. Determine if you should immediately contact the local authorities in the host country. This could be the police, medical professional, U.S. Embassy officials, etc.
2. Ensure the rest of the group is provided for. Is someone there to support them?
3. SOS can assist with referral services for English speaking medical professionals if necessary. Call SOS.
4. Contact Colorado College, using the provided list of contacts. If it's after work hours, contact CC Campus Security who will make contact with the person on call. Make sure you have contact information ready.
5. Keep a record of as many details as possible pertaining to the incident.
6. Faculty and students should refrain from making statements to the media.
7. If you are contacted to answer questions, refer the media to the CC Communications Office, 719-389-6603. Media relations specialists in the Communications Office will handle all contact with the media.
8. Refrain from contacting the student's/faculty's emergency contacts **until** you have spoken with a staff from CC. Together you will decide on the best way forward.
9. Someone from CC will work with the faculty to start the repatriation of remains process.
10. Someone from CC will discuss with the faculty the kinds of support the rest of the group needs and that is available in country.
11. Prevent other students from contacting friends/family until victim's family has been notified.

Dismissing a student

Always consult with the Dean of Students (or the Dean's designate) or the Dean of Summer Session before dismissing any student from the program.

Cancelling a program

A decision to cancel or suspend a program should involve conversations with the Dean of Summer Programs (for summer courses) or Dean of the College. If the decision is made, the college will assist with arrangements for your return.

Debriefing an emergency

When you return to campus you should debrief any emergency or incident (big or small) with the campus administration. Debriefing is an opportunity to learn and improve or risk management practices.

Appendix A: CC Emergency contact information

Office of International Programs:

Main phone: (719) 227-8280 Fax: (719) 227-8283
Charlotte Blessing, Director of International Programs
Work: (719)227-8280 home: (719) 302-4259
cell (719) 322-5891 email: charlotte.blessing@coloradocollege.edu

Heather Browne, Coordinator of Off-Campus Study
Work: (719)-389-6918
cell: (719) 237-4541 email: heather.browne@coloradocollege.edu

Dean of the College

Main phone (719) 389-6682 Fax: (719) 6934
Jeff Noblett, Associate Dean of the Faculty
Work: (719) 389-6681 home (719) 444-0441
Cell: (719) 332-8114 email: jeff.noblett@coloradocollege.edu

Office of Student Life:

Main phone: (719) 389-6684 Fax: (719) 389-6937
Mike Edmonds, Dean of Students
work: (719) 389-6684 home: (719) 389-6302
cell: (719) 337-4706 email: medmonds@coloradocollege.edu

Ginger Morgan Associate Dean of Students
Work: (719) 389-6689 home: (719) 578-9245
Cell: (719) 648-8175 email: gmorgan@coloradocollege.edu

Jeff Cathey, Associate Dean of Students
work: (719) 389-6800 home: (719) 572-1054
cell: (719) 661-8554 email: jcathey@coloradocollege.edu

Summer Programs Office:

Main phone: (719) 389-6655 Fax: (719) 389-6955
Eric Popkin, Dean of Summer Programs
work: (719) 389-6657 home: (719) 630-7903
cell: (719) 472-4971 email: epopkin@coloradocollege.edu

Ann Van Horn, Assistant Dean of Summer Session
work: (719) 389-6656 home: (719) 633-3542
cell: (719) 238-5972 email: avanhorn@coloradocollege.edu

Coral Cutts-Montgomery, Paraprofessional
work: (719) 389-6653 cell: (719) 339-6988
email: ccuttsmontgomery@coloradocollege.edu

If you are unable to reach any of the above numbers, contact
Campus Security at (719) 389-6707. Ask the dispatcher to page the administrator on 24-hour emergency call duty.

Appendix B: Calling International SOS

International SOS is a medical and travel assistance program available to all students and CC employees away on a College sponsored trip.

International SOS alarm centers are open to help you 24-hours a day, 365 days a year. Staffed by doctors and nurses, multilingual coordinators, security experts, and air and ground logistics personnel, they can respond rapidly to any type of emergency or call for assistance.

If you have an emergency, please your nearest alarm center. Collect calls are accepted.

If you don't have access to the website (for location of alarm centers) call one of these numbers:

If calling from **US, Mexico, Central or South America 1-215-942-8226**

If calling from Europe, **the CIS, Africa or the Middle East 44-20-8762-8008**

If calling from Asia, Australia or the Pacific Rim **65-6338-7800**

All numbers **include** the country code. All locations accept collect calls.

Have the following information ready:

- Your name
- Refer to Colorado College
- CC member number **11BSGC000027**
- Telephone number from which you are calling
- Name, location, and telephone number of hospital or clinic
- Name, location, and telephone number for the treating doctor and where the doctor can be reached
- Name of caller, location, fax/telephone number, relationship to member
- Description of the member's condition and or situation.

SOS will work with you to assess the situation and arrange for a coordinated local, regional, or global response to help you. SOS alarm centers work closely with accredited network providers, air ambulances services, and medical clinics.

Comprehensive services include:

- Professionals immediately dedicated to your case
- Doctors and nurses on-hand and available for medical advice and second opinions
- Rigorous, globally applied service standards to ensure consistency of training and performance
- Integrated service delivery using a sophisticated case management system and state-of-the-art global communications systems
- A senior team of medical and security professionals available 24/7 to deal with crises and fast track a coordinated regional or global response
- Services delivered in over 70 languages to coordinate a response in remote locations as well as the world's most populated cities.

Overview of SOS services

The following is an overview of the services provided.

What is the role of International SOS?

International SOS provides all students, faculty, and staff traveling outside the U.S. with international medical, security and travel assistance. These services are meant to supplement the policies, procedures and support that Colorado College already has in place. International SOS is **NOT** health insurance.

What benefits are provided?

International SOS provides a range of services, including emergency evacuation, medically-supervised repatriation, medical monitoring, emergency and routine medical advice, lost document assistance, emergency personal cash advances and more. SOS will also work with you to identify English-speaking medical professionals in-country.

Can I contact SOS prior to my departure?

Yes! Faculty members traveling abroad with students are encouraged to contact SOS prior to departure. (Call 215-942-8226 from the U.S.) SOS can help you identify the best medical facilities in your location, provide referrals to local mental health counselors, provide information about the nearest U.S. consulate/embassy, etc.

Will International SOS pay my medical bills?

Although International SOS will provide medical assistance, the patient will need to pay directly for any services received. Only the costs of emergency evacuation and medically-supervised repatriation will be covered by Colorado College as part of our contract with SOS.

What if I need a doctor?

The International SOS worldwide alarm centers are listed on the back of your card. Call the International SOS alarm center that is nearest to you for a referral to a doctor.

What if I need prescription medication?

If you require a prescription that a local physician cannot obtain, or you need to replace lost, stolen or depleted medication, International SOS will, when permissible by local law, send the needed medication to you.

What if I am hospitalized?

Call the nearest International SOS worldwide alarm center if you are hospitalized. International SOS will immediately take steps to evaluate the care you are receiving and determine what actions must be taken to ensure your safe and speedy recovery.

What if local medical facilities are not adequate?

If you are hospitalized in an area where adequate medical facilities are not available, International SOS will obtain approval from Colorado College to evacuate you to a medical facility capable of providing the required care. A physician supervises evacuations, and when necessary, a medical specialist or nurse will accompany you during the evacuation. An air ambulance will be used when required.

What is security evacuation assistance and coordination?

SOS will assist in the event of threatening situations such as civil and/or political unrest, insurrections, revolution or similar situations by providing information, guidance and resources in the event personal safety and security can no longer be assured.