Annual Safety and Security Checklist

All information must be: 1) organized, 2) easily retrievable, 3) current, and 4) accurate

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<th>UCEAP Location/Year:</th>
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<td>Partner Institution Location/Year:</td>
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Review roles and responsibilities for all involved in emergency preparation and response at the local level BEFORE an emergency.

Emergencies can affect one person or the entire program; it may have a sudden impact or a slow build-up. Most emergencies require immediate action to minimize impact or worsening of the situation.

UCEAP contingency planning includes preparation, response and recovery. The foundations of an emergency response are the local UCEAP Study Center emergency plan, the partner institution emergency response, and collaboration with UCEAP Systemwide. The local plan should address immediate response to the emergency and the secondary impact reactions that can be overwhelming (e.g., media attention, parental involvement, public response, etc.)

1. Have a Crisis Communications Plan.

Good protocols (including redundancy in communications) are crucial during a response. Have a paper copy of all protocols. Share it with students so they know who to call and how to check in, particularly during an emergency. Educate students to be proactive in letting you know about their welfare.

- Have student contact information handy including address, local phone numbers (landline and mobile), SMS capabilities, other messenger sources, and email address. Keep a hard copy with you at all times (at home and at work) in case of after-hours emergencies.

- Share updated student contact information with the UCEAP Systemwide Operations Specialist and International Health, Safety and Emergency Response unit (hser@eap.ucop.edu).
  - Even though students are required to update their local contact information through MyEAP, many do not comply. Ensure compliance.

- Have all phones numbers for local emergency services (fire, police, community resource centers, etc.) Refer to the Emergency Contact Information section of the Study Center Emergency Preparedness Handbook that is in Box, for a list of important numbers to maintain.
• Students are required to check their UC email daily and inform you of any changes in their contact information. Remind students that you are their local contact and know how to reach you and/or the International Office at their host university, particularly during an emergency.

• Make sure that students have your emergency telephone number (if available), the contact information for the UC travel assistance provider (United Healthcare Global) and the emergency phone number for the local U.S. Mission, if they are US citizens. Notify students about an alternate emergency contact if you are unreachable. See the U.S. Department of State Telephone Directory for an updated list of contact information and key officers at Foreign Service posts world-wide.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed ☐  (B) In progress ☐, will provide an update in ________weeks.

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2. Establish a local communication plan.

• Ensure redundant systems: A local communication plan (e.g., call tree, if it works with the program/study center, etc.) with built in redundancies (multiple back-up communication options) is vital to share information quickly and easily. For example, if cellular service is unavailable, make sure you can text students or communicate with them via social media.

• Refer to the Sample Communication Tree in the Study Center Emergency Preparedness Handbook for guidance to develop a communication tree.

• Know what to do if a particular student is unreachable.

• Consider short text messages (a short message may go through during an emergency if you do not have enough signal strength) and a common instant messaging app such as WhatsApp, WeChat, or Viber, as alternative options to SMS to share vital information with students and UCEAP Systemwide.

  • If you are currently using this platform and/or Facebook or Google Groups, for group communication with students and/or UCEAP during an emergency, please indicate below the name of your group and the messenger application.

  • If you are using a mobile phone, a text message may get through because a text message requires less bandwidth than a phone call. Text messages may also save and then send automatically when capacity is restored.

• PRACTICE emergency welfare check-in drills with students about 10 days after their arrival. Discuss with students what information you will need. Short messages like “I’m OK. At library and I am with Jane Doe.” are good. After you practice, assess what worked well and what can be improved. What information, if any, needs to be updated? Share results with UCEAP Systemwide.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed ☐  (B) In progress ☐, will provide an update in ________weeks
Provide details of alternative messaging applications (WeChat, WhatsApp, Viber, etc.) or Emergency Groups created with these applications and/or Facebook, Google groups, etc., that you use and check a box.

(A) Have completed [ ] (B) In progress [ ], will provide an update in ________ weeks

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3. Review the Study Center Emergency Preparedness Handbook (EPH) and have a Local Emergency Response Plan(s); update the local plan(s) as needed.

- Read the Study Center Emergency Preparedness Handbook. Assess if it is applicable to the current local reality. Think about possible local emergencies that you have managed that could impact UCEAP operations and/or students. Review protocols for student emergencies in the Emergency Preparedness Handbook so you are familiar with steps to follow in specific emergencies.

- Design a local emergency plan with specific protocols that will work locally during an emergency. This plan will help with preparedness and response. Include known risks in the city or region and explain what precautions staff and students must take. Identify primary and secondary meeting points for students during an emergency in case communications are interrupted temporarily due to the emergency.

- Keep your local plan simple, realistic, and flexible. A well organized, step-by-step plan or checklist will help you get through most incidents. A basic local plan template based on Preparation, Response, and Recovery, should be sufficient for managing most emergency situations. Refer to the template in the Study Center Emergency Preparedness Handbook.

- The local planning process can help identify existing local response capabilities that may be insufficient; consider additional resources that are needed. Consult with UCEAP Systemwide International Health, Safety & Emergency Response (hsr@eap.ucop.edu, if necessary.

- Examples of steps:
  - Have sufficient cash on hand.
  - Have basic medical supplies on hand. Know how to use them. Include basic supplies that any staff or student (without specific medical training) can use in an emergency. A ready-made first-aid kit should be sufficient. Consider taking a First Aid course.
  - Consider keeping additional emergency supplies, if reasonable (water, flashlights, hand-crank radio, blankets, etc.).

- Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed [ ] (B) In progress [ ], will provide an update in ________ weeks

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4. Personal contingency plans for students.

- Depending on a local emergency, there may be a lapse before the UCEAP emergency response team is able to provide support, or to evacuate students from the location, if this is necessary.
- All students are automatically registered with WorldAware, Inc., the University of California security provider. They will receive real-time 24/7 alerts about a breaking situation or changing travel conditions. Alerts include information on what to expect and how to mitigate risk.
- Students are responsible for developing their own personal emergency plans, which should include at a minimum, the following. Encourage them to be prepared.
  - Keep ‘emergency’ cash on hand.
  - Have an adequate supply of prescription drugs.
  - Carry emergency contact phone numbers at all times.
  - Keep cell phones charged and powered on (refrain from turning them off for long periods of time).
  - Check e-mail daily, as required by UCEAP policy.
  - Keep passport, plane ticket, and other important documents in a safe place—easily accessible—and keep photocopies of these documents.
  - Identify exits in every location where they are and keep a mental note.
- Share the following handout with students, Safety Tips for Students.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed [ ]  (B) In progress [ ]  will provide an update in ________weeks

5. Register with the nearest U.S. embassy or consulate and strongly suggest to students to do the same.

NOTE: Online registration with the US Department of State (USDOS) makes the students’ presence and whereabouts known to US government officials. The Smart Traveler Enrollment Program will send students the latest information about safety conditions in the country where students will be traveling or living. They will also receive updates, including changes in their Travel Advisory. They will need their US passport. Due to US Privacy laws, do not share a list of student names with the local US Mission unless you have all students’ specific consent in writing indicating the intended purpose of the disclosure to the US Mission.

Make an appointment with the US Mission (Consular Section/American Citizen Services Section) to introduce yourself as the UCEAP Representative for the University of California. Share with them the size of the group, program dates, contact information for the program, etc. If you are not a U.S. citizen, it is particularly important to meet in person.

Often US Missions can send a representative to talk with students during orientation. This is something you can discuss and arrange with them.
NON-U.S. CITIZEN STUDENTS: Students who are not U.S. citizens should register with the embassy/consulate of their home country if possible.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed  □   (B) In progress □, will provide an update in ________ weeks

6. Familiarize yourself with the emergency plans and student support systems of partner universities (e.g., Counseling and Psychological Services, Student Health Center, Disability Office, etc.)

- Meet with host institution officials, if possible, to learn how to work together and communicate/coordinate, especially during emergencies.
- Know their roles and responsibilities.
- Have a list of host institution emergency contact information.
- Keep a copy of the list with you at all times in case of after-hours emergencies and share a copy with the UCEAP Director of the program and the International Health, Safety, and Emergency Response Unit (hser@eap.ucop.edu).

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed □   (B) In progress □, will provide an update in ________ weeks

7. Know the host country’s planning and alert response capabilities. Ensure your Local Emergency Response Plan incorporates this information.

Example: The Tokyo Metropolitan government provides comprehensive online advice for foreign nationals. It gives detailed information on how to prepare yourself, what to do if an earthquake strikes, and guidance on where evacuation sites and emergency shelters are located, how to read signs, and gather information. Search online, or speak with colleagues, to determine if such resources exist at your location.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed □   (B) In progress □, will provide an update in ________ weeks
8. Keep a current list of local emergency contact telephone numbers.

Verify that your list of Local Emergency Contact telephone numbers is still accurate. Refer to the Emergency Preparedness Handbook (in Box) for important emergency resource numbers to have readily available.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed ☐ (B) In progress ☐, will provide an update in ________ weeks

9. Evacuation plans

When you meet with staff at the local U.S. Mission to talk about resources available to U.S. citizens, explain to them that an ordered UCEAP evacuation is covered by the UCEAP travel insurance and coordinated by the UCEAP security provider and UCEAP Systemwide in California.

- The need to relocate or evacuate students and faculty is not easy and often is chaotic and stressful. Preparedness is crucial for UCEAP to be able to respond effectively to a changing security situation.
- Relocation or evacuation of students and faculty from a location to minimize exposure to unnecessary risks should happen, ideally, immediately but situations can deteriorate rapidly and media attention with 24-hour reporting (at times inaccurately) will make effective decision-making more complex.
- Some students will want to remain, or they may feel that UCEAP and its insurance provider are overreacting, or acting too cautiously. Regardless of this, the decision will be taken by members of the UCEAP Crisis Management Team, or a sub-group, in coordination with the UCEAP Study Center/partner, if possible.
- If there is an evacuation plan in place through the partner university, which includes a shelter-in-place option, share is with the UCEAP Systemwide Director of the program.
- Review UCEAP’s Emergency Evacuation protocol in the UCEAP Emergency Preparedness Handbook. WorldAware, Inc., a leading provider of global intelligence, is the entity that UC contracts with to work with United Healthcare Global (travel assistance provider) to coordinate security evacuations for UCEAP students and faculty, if necessary. WorldAware will manage the operations (shelter-in-place, relocation, or evacuation).
- If the security of students is under immediate threat, UCEAP may need to evacuate students to a safe location, if possible. Have all emergency phone numbers and the UC policy number available and within easy reach.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed ☐ (B) In progress ☐, will provide an update in ________ weeks
10. Inform all students to notify the Study Center and their parents when they are away from the program location. Ask them to share contact and travel information.

- Inform students they must let you know whenever they travel away from the Study Center in case there is a need to contact them during a program or U.S. emergency.

- Have students use the travel sign-out form available through MyEAP or the local partner sign-out form, provided you can get a copy, if they will be away from the program location for 24 hours or more; otherwise ask students to leave a copy of their itinerary, indicating how they can be contacted during such travel and specifying that they agree to contact the Study Center should any emergency occur while traveling. Share all information with UCEAP Systemwide as emergency response staff may need to reach students.

- Advise students to reach out to their parents and the UCEAP local emergency number any time they hear of a regional or country crisis/emergency that could potentially receive world news coverage. Gilman Scholars will receive a message directly from Gilman to respond about their welfare.

- Remind students of the Student Travel Policy

*Provide detailed steps you have taken as stipulated above and check a box.*

(A) Have completed □  (B) In progress □, will provide an update in ________ weeks

11. Provide or be prepared to provide information about and access to available bilingual counseling services for students. Have a list of doctors previously used by students. Know the steps on how to arrange for treatment.

Familiarize yourself with local facilities that can provide inpatient care in case of an emergency. Know whether admitting a student at a psychiatric facility is even possible without the presence of a parent/guardian. Do not wait until there is an emergency.

*Provide detailed steps you have taken as stipulated above and check a box.*

(A) Have completed □  (B) In progress □, will provide an update in ________ weeks
12. Have a debrief session after events/emergencies to consider what can we do different next time; was the workflow rushed, overloaded or confused? Did we need to deviate from policy/protocols? Consult with the UCEAP Systemwide Director of the program and the IHS&ER Director.

Provide detailed steps that you have taken as stipulated above and check a box.

(A) Have completed □     (B) In progress □, will provide an update in ________ weeks

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13. If you will be going on vacation, or must travel unexpectedly during the program, alternate emergency plans must be in place. Ensure that students are aware of such plans and that you notify the UCEAP Systemwide Director of the program about your whereabouts and travel dates.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed □     (B) In progress □, will provide an update in ________ weeks

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_____________________________________________________________________
14. If students will be engaging in volunteer work/internship/experiential learning during the UCEAP program, share details about program policies and expectations with students and make sure students understand any potential health and safety risks related to internship location and activities.

Questions to consider: Are students in rural settings? Would specific student behaviors offend local people? Will they be exposed to particular endemic diseases? Are the work environment and facilities adequate and appropriate to the scope and nature of the work? Is there available staff to adequately supervise students? Are students provided with orientation and training before engaging in work? Do students know the placement expectations and how to comply with policies that may be internal to the organization and the type of work? Have students received clear information on any potential health and safety risks specific to the context in which they will be working? Are students educated on their personal responsibility for their own health and safety and on available resources to support their health and safety? Have you informed all students?

Discuss the internship component and all details with the UCEAP Director of the program to make sure that students and UCEAP are informed.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed □   (B) In progress □, will provide an update in ________ weeks

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15. If students will be participating in a field trip organized and supervised by the Study Center during the UCEAP program, share details about program policies and expectations with students. Ensure that students understand any potential health and safety risks related to the field trip. Discuss with students all activities during the field trip and all UCEAP student policies; include any potential hazards, strenuous activity, or any unusual activity that may take place. Share advice with students on how to mitigate threats/hazards.

Share a schedule of the field trip and all information above with the UCEAP Systemwide Program Specialist and International Health, Safety, and Emergency Response (hser@eap.ucop.edu) before the field trip takes place.

Provide detailed steps you have taken as stipulated above and check a box.

(A) Have completed □   (B) In progress □, will provide an update in ________ weeks

________________________________________________________________________
Complete this form and fax or e-mail to:

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FAX: (805) 893-2583