



## Study Center Safety and Security Checklist

Study Center Location: \_\_\_\_\_

**To be useful to you in a crisis, all information must be 1) organized, 2) retrievable, 3) current, and 4) accurate**

### 1. Establish a method to have contact with each student.

- Have up-to-date contact information for each student readily at hand including address, telephone numbers (home and mobile) and email address.
- Make sure each student has your contact number as well as a backup contact in the event you are traveling or unreachable.
- Emphasize to students they must stay in contact with you and be able to contact staff, academic liaison, or the International Office at their host university as specified by you.

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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### 2. Establish a communications tree in the event of emergency.

- Divide students into an appropriate number of groups (“branches”). The Director/Liaison will be responsible for notifying the head of each branch with specific instructions. The head of each branch is then responsible to call (or personally contact) the next student on the list, who, in turn, calls (or contacts) the next student, and so forth.
- Establish procedures to follow if a particular student is unreachable.

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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### 3. Review Study Center contingency preparedness plan.

- Have sufficient cash on hand
- Have basic medical supplies on hand
  - Should include basic supplies that any staff or students (without specific medical training) can use in an emergency .
  - A ready-made first-aid kit should be sufficient; minimum supplies should include a variety of bandages/gauze, antiseptic wipes, aspirin or other over-the-counter pain medication, antibiotic ointment, burn cream, surgical/first aid tape, butterfly closures, scissors, tweezers, cold and heat packs, disposable gloves, basic first aid guide.
  - Depending on the location and circumstances of the Study Center, consider keeping other basic emergency supplies (water, flashlights, batteries, radio, etc.) on hand.
- Consider what to do if regular means of communication go down.

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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**4. Remind students to make some personal contingency plans.**

- Have some cash on hand
- Have an adequate supply of prescription drugs
- Carry emergency contact phone numbers with them
- Have their passport, other documents, and plane ticket easily accessible, and keep photocopies of these documents.

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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**5. Register all students with the nearest US Embassy or Consulate and place yourself on the Embassy/Consulate Warden Network.**

**NOTE:** Registration procedures vary according to the embassy. Registration at the U.S. Embassy or Consulate makes the students' presence and whereabouts known, in case it is necessary for a consular officer to contact them in an emergency. During a disaster overseas, American consular officers can assist in evacuation were that to become necessary. Registration is particularly important for our students when they will travel to:

1. A country that is experiencing civil unrest, has an unstable political climate, or is undergoing a natural disaster, such as an earthquake or a hurricane.
2. A country where there are no U.S. officials. In such cases, the student should register at the U.S. embassy or consulate in an adjacent country, leave an itinerary with the Consular Section, ask about conditions in the country that the student will visit and ask about the third country that may represent U.S. interests there.

You can register all students and use the Study Center address as their local contact so you can better work with the embassy/consulate in case of an emergency. This prevents consular officials from thinking that they need to find or locate students independently; they will realize that they are a group. Also, you may want to send the embassy/consulate a letter with the students' names and their city location. If you will register all students, it is advisable to send students an email to inform them precisely the information that you would be submitting and also give them the opportunity to let you know whether they want this information shared.

When initially joining the Warden Network in your location, make an appointment, if possible, with the Consular Section/American Citizen Services Section of the embassy or consulate, to introduce yourself, make them aware of the fact that you are the director/liaison for a U.S. study program and responsible for a group of U.S. students, the size of the group, contact information for the program, etc. If you are not a U.S. citizen, it is particularly important to make an appointment in person with the Consular Section/American Citizen Services Section to alert them as above.

**NON-U.S. CITIZEN STUDENTS:** Students who are not U.S. citizens should register with the embassy/consulate of their home country if possible (may not be if the student is stateless or no home country embassy is available). They will still have access to U.S. embassy information and recommendations through your participation in the Warden Network.

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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**6. Familiarize yourself with the emergency plans and student support systems of your host universities, in particular, for handling of U.S. students**

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**7. Familiarize yourself with the host countries' planning, alert response capabilities regarding natural disasters.**

**For example:** The Tokyo Metropolitan government provides comprehensive on line advice for foreign nationals. It gives detailed information on how to prepare yourself and what to do if an earthquake strikes, as well as guidance on where evacuation sites and emergency shelters are located, how to read signs, advisory facilities and information gathering.

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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**8. Keep a contact list for local hospitals, morgues, clinics, medical specialists, pharmacies, Red Cross, etc.**

**For example:** Identify following information about hospitals and clinics with the help of the U.S. Mission: 1) location and emergency contacts; 2) special units available – trauma, burn units, etc.-; 3) medical standards (even though available hospitals may be used in a crisis, it is still useful to identify those where the standard of care approximates that in the U.S.

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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**9. Develop an evacuation plan and cover the following eventualities.**

- Meet with local U.S. Embassy officials to discuss planning.
- Security of students is under immediate threat at the site: Where would students go?
- Students are forced to evacuate the country:
  - to return to the US: Via what means? (Have in mind scenarios that include both air and land transportation)
  - if a direct return to US is not possible. Where would students go?

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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**10. Alert all students about notifying the Study Center when they are away**

- Inform students they must alert the Study Center Director or Liaison whenever they travel away from the Center in case you need to contact them during a program or U.S. emergency.
- Have students use the Study Center Sign-Out form or ask students to sign a form 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.

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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**11. Provide or be prepared to provide information about and access to available counseling services for students.**

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**12. Provide opportunities for group discussions** about events and their ramifications. Keep in mind, however, that in some situations it may not be wise to all meet as a group.

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**13. If you will be going on vacation or must travel due to a personal emergency during the program**, make sure that alternate emergency plans are in place and that you notify the Regional Director and regional staff about your whereabouts and dates of travel.

(A) Have completed \_\_\_\_\_ (B) In Progress \_\_\_\_\_

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**Please complete and fax or e-mail to:** Universitywide Office, Education Abroad Program, University of California  
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