

Minnesota State University Moorhead Contingency Response Plan for University-Sponsored Student Travel

Minnesota State University Moorhead recognizes that student learning can be greatly enhanced by travel to non-campus locations. At the same time, students and faculty who plan such trips must be aware of the potential risks associated with travel and be ready to intervene in cases of emergency.

This guide provides a plan for contingency responses for university-sponsored student travel. The following programs are covered by this plan:

1. Semester or year-long exchanges with partner institutions overseas;
2. Semester or year-long programs through program providers, such as ISEP, University of Minnesota's Global Campus, NDSU, other universities, ISA, AIFS, CEA, etc.
3. Faculty-led travel study tours, both within the United States and abroad;
4. Independent enrollment abroad for which the student will receive credit (single-student consortium agreement);
5. Student Teaching Abroad or internship abroad, for which the student receives MSUM credit;
6. Any trip taken by MSUM students and faculty of more than 35 miles including student organization travel, athletics, and field trips.

Each type of program may require slight modification in terms of a contingency response plan, and for some programs, location may be a contributing factor, but there are concerns that may be common to all.

Definitions

The following definitions will be used in this plan:

- *Tour leader*: Person in charge of the tour, usually a faculty member. The faculty member may be a course instructor or student organization advisor. In cases of international exchange programs, there may be only one participant on the trip—the student taking part in the program.
- *Participant*: Any person who is taking part on the trip and may include students, community members, other faculty, or family members.
- *Travel Status*: The time period from departure until return to campus by students who have obtained travel authorization through the appropriate university representative for a university sponsored student event.

Preliminary Responsibilities

1. The trip must be approved using the appropriate MSUM forms and procedures such as travel requisitions.
2. All trip leaders must file the University-Sponsored Student Travel Roster form. Trip leaders should take with them the contact information for each participant of the trip.
3. Study tour leaders for international trips are encouraged to register with the embassy prior to departure. Individual students studying abroad for a semester or year are also encouraged to register with the embassy.
4. Participants are encouraged to read this plan thoroughly, to attend applicable orientation sessions, and to raise any concerns they have prior to departure.
5. Each program should have in place a system of rapid communication and central meeting point in case of an emergency. Trip participants should have each other's contact information in order to communicate in cases of emergency.
6. Students participating in other providers' programs are bound by the policies and procedures established by that provider.
7. All students are required to obtain health and accident insurance. For international trips, this must include evacuation and repatriation.
8. This Contingency Response Plan must be reviewed by all faculty and students participating in the experience.
9. Any MSUM faculty, staff, or students who drive university vehicles on the trip, must be authorized to do so.
10. For lost or stolen university credit cards, call 1-800-344-5696 or, outside of the US, call collect 701-461-2010.

General Responses to Emergencies

In the event of a crisis (selected examples provided throughout this document), the plan may be initiated by an individual on the trip or by MSUM personnel located on campus. If the initiator is a trip leader or participant, he or she should first safeguard the safety and well being of the trip participants. Once participants are safe, the following steps should be taken:

1. Contact Campus Security at 218-477-2449. If possible, notify the following individuals. If it is not possible for you to do so, be sure to inform the Security official with whom you speak that they should notify these individuals.
2. Contact David Wahlberg, President's Office, to notify the President and Chancellor (if applicable) and handle media contacts;
3. Contact the Vice President for Academic Affairs;
4. Contact the Vice President for Student Affairs;
5. Contact the participating faculty member's immediate supervisor (usually a Dean).

In addition, the initiator should follow the steps outlined here for the appropriate emergency.

Ill or Injured Student/Faculty

1. Tour leader will seek appropriate medical care from a qualified medical professional for the ill or injured participant. If the tour leader becomes ill or is injured a designated student leader will seek appropriate care for the ill/injured person. The student leader will then contact a university representative.
2. The tour leader or campus representative will notify the emergency contact of the ill or injured participant and apprise them of the situation.
3. Tour leaders may not leave ill or injured students in one city and continue with the trip. A contingency plan must be in place to plan for this potential situation.
4. If deemed necessary in the event of a faculty leader illness or injury, MSUM will make funds and staff available to insure adequate group supervision and continuation of the program.
5. In the event of a student illness or injury, MSUM may make funds available to cover emergency costs to a student in order to assure a timely solution of the situation. Such expenses are the responsibility of the student and will be billed to the student at a later date.

Motor Vehicle Accidents

1. Call law enforcement (911) and obtain emergency medical care for any injuries.
2. Call MSUM Campus Security (218-477-2449) to report the accident.
3. Secure the following information:
 - a. Names, addresses and phone numbers of all vehicle occupants and any injured people.
 - b. Location injured people are taken.
 - c. Name and address of vehicle owner and driver.
 - d. Vehicle license number and description, including make, model, color and any other pertinent information.
 - e. Names, addresses and phone numbers of all witnesses.
 - f. Name of the law enforcement agency and case number.
4. If possible, take pictures of the incident scene.
5. Do NOT make any statement about the accident except as may be required by law enforcement officials, or an identified representative of Allied Adjusters, the Risk Management Division, or the Attorney General's staff.
6. For any serious accident involving personal injury or death, call Allied Adjusters at (612) 766-3700 or (800) 709-9509. They are available 24 hours a day, 7 days a week.
7. Complete the Motor Vehicle Accident Report, including the accident diagram. Copies of the Motor Vehicle Accident Report and Insurance Certificate of Coverage are found in an envelope within the glove compartment. Send this report, signed by the driver, to the MSU Moorhead Physical Plant.

Minnesota State University Moorhead, Physical Plant
709 17th Street South
Moorhead, MN 56563
Phone: (218) 477-2662, Fax: (218) 477-2882
8. If you are driving a rental vehicle on university business, you must report the accident to the rental provider and follow their instruction for handling the vehicle.
9. If you are driving a privately owned vehicle, your personal insurance provider is primary, so you need to report the accident to your insurance provider as well as to the university, as outline above.

Death of Student or Faculty Member

1. MSUM has a procedure for dealing with the death of a student or faculty/staff member. The first step in the procedure is to contact Campus Security. Additionally the tour leader should contact David Wahlberg if possible and the Vice Presidents for Student Affairs and Academic Affairs. These individuals will coordinate the MSUM procedure for dealing with the situation.
2. Contact the Carol Grimm, the Health Center Director, to coordinate counseling services for other students and faculty/staff on the trip.
3. If abroad, contact the United States Embassy and the person's health insurer.

Student Misconduct

1. The MSUM Code of Conduct applies to any student in travel status.
2. Tour leader should consult with the Student Judicial Affairs Officer to assess and evaluate incidents of misconduct. All incidents will be documented.
3. Appropriate measures will be taken to address the misconduct, which may include the participant being sent home at his or her own expense.

Alcohol and Controlled Substance Abuse

1. Board Policy 5.18 states, "the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at Minnesota State Colleges and Universities and institution-sponsored events on or off campus is prohibited." This includes meals or other activities included as part of the university-sponsored student trip.
2. Additionally, MSUM policy prohibits the use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance is prohibited by individual students, recognized student organizations and athletic teams when in travel status representing the University.
3. For purposes of the National/International Student Exchange, Study Abroad and Eurospring Programs, the unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug, and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance will be determined by the law of the foreign state or country. Students are expected to comply with the laws of the foreign country.
4. All violations of these policies shall be reported to the Judicial Affairs Officer.

Student or Faculty Member is the Victim of a Crime: Theft, Assault, Rape, Harassment, etc.,

1. For international trips, the tour leader should first contact the nearest Embassy or Consulate for advice and assistance.
2. Tour leader will contact local police officials to report the crime.
3. The tour leader will assist in obtaining necessary medical treatment or other assistance for the participant.
4. If the incident is between two student members of a group, the Student Judicial Affairs Officer will intervene and university policy will apply. If the incident is between a student and a faculty member, the faculty member's supervisor will have primary responsibility and university policy will apply.
5. Tour leader or campus representative will contact the participant's emergency contact as authorized by the individual(s).

Student or Faculty Member is Accused of a Crime: Theft, Assault, Rape, Harassment, etc.

1. In the event of a student or faculty member being accused of a crime, he/she will be subject to the laws of the state or host country. The individual assumes full responsibility for any consequential action.
2. If consent is given, the tour leader may contact the participant's emergency contact.
3. For international trips, the tour leader should contact the US Embassy or Consulate. One of the most important tasks of the Department of State and embassies and consulates abroad is to provide assistance to U.S. citizens incarcerated abroad. The State Department is committed to ensuring fair and humane treatment for American citizens imprisoned overseas. They are ready to assist incarcerated citizens and their families within the limits of their authority in accordance with international law.
4. Incidents involving students must be reported to the Judicial Affairs officer; incidents involving faculty or staff must be reported to his/her immediate supervisor.

***An In-Country Situation that Causes Serious Concern
(such as a political upheaval or natural disaster)***

1. The Study Abroad Office will contact tour leader for a preliminary assessment or the tour leader will contact the Study Abroad Office for advice on a developing situation.
2. The Study Abroad Office will contact the State Department to receive latest public announcements or travel warnings.

3. Tour leader will determine whether to implement an emergency evacuation plan.
4. The Study Abroad Office will take necessary action based on advice from US State Department and tour leaders or other responsible personnel. The Study Abroad Office will discuss possible choices with Vice President for Academic Affairs and others. Decisions could involve evacuation, move to embassy compound, remaining on-site and maintaining a low profile, or quarantine on-site.
5. Based on decisions taken, The Study Abroad Office, in cooperation with tour leader and with senior university officials, will disseminate information to appropriate parties. This may involve phone calls to parents/family, contact with media, etc.
6. Decisions about the continuation of the program will be consistent with Board Policy 1A.10 and appropriate MSUM officials will be consulted, including the tour leader's Dean and Vice President for Academic Affairs.

Disease Outbreak or Epidemic

1. Should there be a disease outbreak it is important that the tour leader have accurate health information. The leader needs to confirm any international health reports with official sources. These sources include:
 - a. Centers for Disease Control and Prevention www.cdc.gov/travel
 - b. The World Health Organization <http://www.who.int>
 - c. Pan – Flu www.pandemicflu.gov
2. In the event of a disease outbreak the tour leader should contact a representative from MSUM for instructions about how to proceed.
3. If there would be a pandemic incident and governments decide to enact quarantine or close the borders. MSUM's ability to respond may be delayed. The tour leader and participants will take instruction from health officials in the country in which they are traveling. This could mean delays in getting home.
4. MSUM recommends that all persons traveling abroad be up to date with their immunizations. This would include an annual seasonal flu shot.
5. For information about ill students or tour leaders, see a previous section of this document.

Emergency Contact Information

Name	Description	Contact Info
Campus Security	Initial reporting	218-477-2449 (24/7/365)
Director	Campus Security Director	218-477-5869 (office)
David Wahlberg	Presidential notification Media spokesperson	218-477-2175 (office)
Michelle Malott	Provost and VP for Academic Affairs	218-287-5203 (home) 701-388-5960 (cell)
Yvette Underdue Murph	VP for Enroll Manage/Student Affairs	218-477-2171 (office)
Tim Borchers	Dean of Arts, Media and Communication	218-477-2764 (office) 218-790-5086 (cell)
Marsha Weber	Dean of Business and Industry	218-477-2076 (office)
Jeff Bodwin	Dean of Science, Health and Environment	218-477-5892 (office)
Ok-Hee Lee	Dean of Education and Human Services	218-477-2096 (office)
Randy Cagle	Dean of Humanities and Social Sciences	218-477-2477 (office)
Doug Peters	Athletic Director	218-477-2306 (office)
Ashley Atteberry	Student Judicial Officer	218-477-2174
Carol Grimm	Health Center Director	218-477-2327
Janet Haak (Study Abroad)	For international emergencies	218-477-2996
State Department	Traveler hotline	202-647-5225
U.S. State Department	For federal assistance	202-647-4000
Consular Affairs	For federal assistance	202-647-3600 (day) 202-647-1512 (after hours)

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