

# Handling Emergencies – Overview: Group Emergency

(order of actions may change depending on situation)

- Determine the nature of the emergency.
- Contact all program participants, determine their status, ensure that they remain in a situation that is safe and stable. Establish regular reporting mechanism. Review all emergency protocol in case communication systems fail, where students should meet, etc.
- Have each student contact his/her family. Discuss the implications of talking to family members before there is an on-site plan and the importance of working with the plan developed by the on-site group vs. panic. Alleviate as much panic as possible and elicit the student's cooperation in dealing with the situation. Provide contact to family members.
- Contact MEDEX/ Global – work with them when evacuation is required, other services.
- Contact closest US Embassy or consulate, keep up with their recommendations, follow them. Going to the consulate or the airport may not be advisable.
- Call OIE-AUAB, we can muster AU Resources. An appropriate course of action will be developed in coordination with on-campus emergency team, program abroad, MEDEX and others.
- Keep accurate records of events, contacts.
- To the extent that you can, maintain your health. This list will be updated as needed.