AU **Abroad UNC**

Emergency Action Plan (EAP)

To ensure Faculty Program Directors are prepared to respond to incidents during their program, all faculty and staff leading programs are expected to develop an Emergency Action Plan (EAP) for their destination prior to departure. By the end of this module, you'll be able to

- Build an emergency action plan for your program

- Explore resources available to help you research your destination

Emergency Action Plans

Building an Emergency Action Plan

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Summary

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Emergency Action Plans

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Emergency Action Plans (EAPs) help ensure that Faculty Program Directors and other program personnel are informed about risks associated with their program location and have a plan to mitigate those risks. EAPs allow us to plan for student safety and serve as written documentation of the safety planning that has taken place prior to a program's departure.

What to include

It is important to put together an Emergency Action Plan (EAP) for *each* location you will visit. The EAP should include the following information:

1 Faculty and/or staff contact information (email, phone, WhatsApp)

2 Onsite staff contact information

3   Student accommodation contact information

4   UNC campus contacts (Study Abroad Office, appropriate School personnel, UNC Police)

5   GeoBlue Global Health and Safety Services contact information, plus names and contact information for local GeoBlue medical and mental health care providers.

6   Designated primary and secondary meeting points in every program location and how to reach the meeting points. *Note: it is recommended that the two meeting points be in different parts of the city, and to refrain from using the US Embassy as a meeting point*

7   Common health and safety risks to be mindful of. Consult the U.S. Department of State and CDC for specific information about your program's destination and address any how you plan to mitigate those risks.

8   Local emergency number (911 equivalent)

9   Local US Embassy or Consulate contact information

10   Emergency protocols for specific situations

CONTINUE

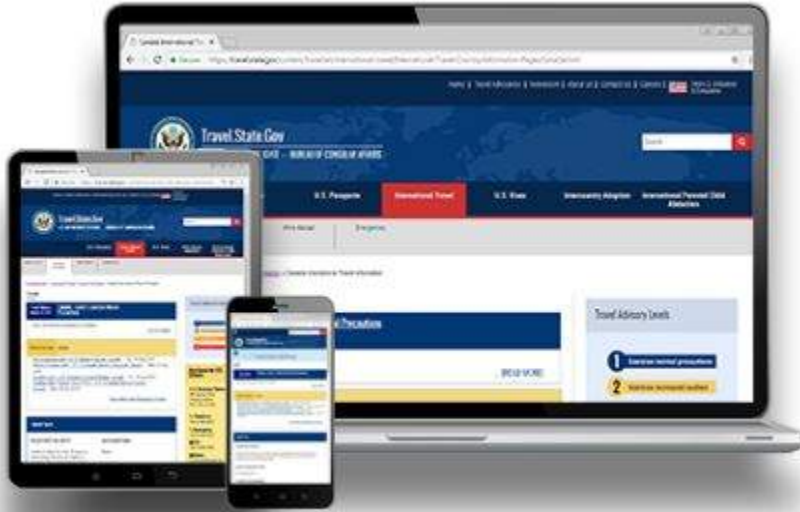# Building an Emergency Action Plan

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Steps for Building an EAP

You are asked to identify and develop an plan to respond to the known and foreseeable health, safety and security issues.

Monitor

In the months prior to departure, continue to monitor the health, safety and security situations of your destination country and compile information. Consult the U.S. Department of State, CDC, and local news sources.

Consider Possible Scenarios

Take time to forecast issues and develop "what-if" scenarios. Think about aspects of your program that are more likely to be crisis prone and consult with your UNC program contact to discuss those issues.

Consider Identities

Consider the various identities you and your students have and how they may impact your experience in your destination. How can you prepare for that?

Plan

Using the template provided to you and resources highlighted, draft your Emergency Action Plan, including addressing ways you plan to mitigate the risks you have identified, protocols you have established, and contact information for important local sources of support.

Inform

During your pre-departure session, share the EAP with program participants and your designated UNC contact, taking time to discuss the information and any expectations on the students.

You should also talk through any potential health and safety issues that could occur at your host location and how to respond.

Encourage your students to share the EAP with their emergency contact.

The goal of an EAP is to help you be aware of any potential health and safety concerns in the program location, and to be prepared to address situations that may arise while abroad.

The Study Abroad Office
or your Program Administrator in
your supporting unit will provide
you with a <u>template</u> for your EAP.

CONTINUE

Resources to consult

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Use the following resources to help you build your Emergency Action Plan (EAP):

1 US Department of State (https://travel.state.gov/), specifically the following pages:

[International Travel](#)	[Travel Advisories](#)
[Smart Traveler Enrollment Program (STEP)](#)	[US Students Abroad](#)
[List of US Embassies & Consulates](#)	[Women Travelers](#)
[Traveling with Disabilities](#)	[LGBTQI+ Travelers](#)
[Crisis Abroad: Be Ready](#)	[COVID-19 FAQs](#)

2 [Centers for Disease Control and Prevention](#) (CDC)

3 [OSAC Country Security Reports](#)

4 Your designated UNC program administrator (Study Abroad Office, Kenan-Flagler Business School, Hussman School of Journalism, etc.)

5 Your local onsite program contacts

6 GeoBlue (once enrolled), including:

- Destination Dashboard

- Doctor & Facility Finder

- Health Tools

- Security Profiles

7 Diversity Abroad Destination Guides

CONTINUE

Summary

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As a result of this module, you are now:

- Prepared to create an emergency action plan for your program

- Familiar with the resources available to help you research your destination

CONTINUE

Quiz

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Emergency Action Plans are intended to:

○   ensure Faculty Program Directors have informed themselves of the known and foreseeable risks in their program destination

○   help Faculty Program Directors know how to mitigate certain risks, and are prepared to respond to issues as they arise

○   be shared with students so that they are also aware of the known risks and how they are being addressed

○   All of the above

Resources to consult when building an EAP include:

○ Study Abroad Office Program Director or Global Programs Office Program Administrator from my sponsoring school

○ U.S. Department of State

○ Centers for Disease Control and Prevention

○ Diversity Abroad Destination Guides

○ Onsite local contacts

○ GeoBlue

○ All of the above

○ None of the above

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ⓘ Thank you for completing this course. Please exit this window to go to the next module.