



PROVIDENCE
COLLEGE

Center for Global Education

Short-Term International Program Emergency Planning Form

Program Name: _____

PC Program Leader(s): _____

Department(s): _____

Form Prepared By: _____

Date Prepared: _____

Please complete the first page and submit it along with the Short-Term International Program Proposal Form. The second page is for your records only.

1. Program Leader Emergency Contact Information During the Program

PC and program participants must be able to reach program leaders at all times.

Phone Number with International Call Ability:

E-mail:

2. External Agency or Organization Contact Information (if applicable)

In-Country Phone Number:

E-mail:

3. Emergency Number in Host Country/ies (911 is not universal)

4. Nearest Hospital or Health Center to Program Sites (housing, site visits, etc.)

Please list for every city where the program will travel.

Name:

Address:

Phone Number:

- Are English-speaking doctors and nurses available? For a list of English-speaking doctors around the world, see <http://www.iamat.org/index.cfm>
- Where is the nearest major hospital?

5. Nearest Pharmacy to Program Sites



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Faculty and Student Emergency Preparedness Procedures

You are responsible for all of the information on this page. Keep this page with you.

Participant Emergency Information

Provide to all student program participants.

1. What the current safety and health conditions of the country are
 - a. Provide all participants with a copy of the country's page from the websites of the U.S. Department of State (www.travel.state.gov) and the Centers for Disease Control and Prevention (www.cdc.gov)
2. The cell phone number of the program leader(s) for use during the program
3. Whom their parents may call in an emergency
4. How to call the 911-equivalent, in-country emergency number
5. What to do if participants become separated from the group
6. What to do in the event of the program leader(s)'s illness, injury, or death
7. The expectation that participants follow all instructions from the program leader(s) in the event of an emergency
8. Not to post to social media while an emergency situation is occurring

Program Leader Emergency Information

In the event of an emergency, know and follow the steps outlined below.

1. Ensure that all participants are accounted for.
2. Call the following numbers in order:
 - 1) Local authorities
 - 2) PC Office of Safety and Security (24/7): 401-865-2222
 - i. Include the information below:
 - a) Your name and position
 - b) That you are leading an international program and the location
 - c) What the emergency is
 - 3) Insurance Company (iNext): +1.317-582-2684 (collect/outside U.S.)
3. The Office of Safety and Security will direct your call to the appropriate on-campus officials, who will call you back with further instructions.
4. Follow all instructions from Providence College campus officials.
5. The Dean of Students will manage parent communications.
6. Do not post information to social media.
7. Keep a log of the situation.

If the situation is not a true emergency, but still affects the health and/or safety of one or more participant, notify the Office of Safety and Security at the non-emergency number: 401-865-2391.