



Special Situations

Medical Evacuation

If medical evacuation is recommended, it may be necessary to take a student to the nearest medical facility equipped to deal with the illness or injury. Medical evacuation insurance covers a need for transportation to an appropriate medical facility.

- Immediately attend to the student's medical needs
- Contact the Center for Global Education
 - The Center will contact the student's emergency contact and explain what has happened, how the student is and what's being done to help the student.
 - The Center will assume responsibility for keeping the emergency contact informed about the situation.

Area/Country Evacuation

In some cases—a serious civil disturbance, a naturally occurring disaster or a terrorist threat—it may be necessary to close down a program and get everyone home.

- Contact the Center for Global Education. Emergency contacts will be briefed.
- Contact all students to make sure they are all accounted for and safe.
- Follow the Local Authorities procedures and directives.
 - If there is a continuing risk to the welfare of program participants, ask the appropriate authorities to advise you on a regular basis about the evolution of the situation and about recommended behaviors for the participants.
 - Are emergency or military personnel being deployed to the area? How is the military behaving with respect to the civilian population? Follow all directives.
- Identify student responsibilities and provide them with descriptions of specific emergency plans and/or evacuation procedures.
 - Coordinate in-country transport of students and their belongings where conditions permit such travel.
 - Ensure lodging and support arrangements at pre-determined check-points.
 - Limit student movement; emphasize the importance of staying in touch during the emergency.
 - Instruct students to pack one carry-on bag that includes medications (prescription and over-the-counter), currency and a few personal items including a change of clothing (appropriate to destination climate)
- As students depart for safe haven, the following information about each student should be transmitted to the evacuation support team:
 - Students health information, medical reports and necessary medical supplies
 - Full name, driver's license or passport identification
 - A statement of property losses incurred in the emergency



Death of a Participant

In the event of a death of a participant, The Center for Global Education will contact and convene members of the Crisis Management Team including:

- Provost
- Vice Provost
- Dean of Students
- Dean of the student's school, and
- Representative from Psychological Counseling Services

The Director for the Center of Global Education will brief the management team and work with the team to develop steps to deal with the situation. If the student's family has not already been notified by local authorities, the Director will call the emergency contact that the student has listed and work with the family to bring the student's remains back home.

Emergency Management Team:

Public Safety is open 24/7... 365 days a year. They have cell phone numbers for the Center of Global Education staff in case of an emergency.

Chapman University Emergency Management Team Public Safety is Always Available: 714. 997. 6763	
Jean Lawson, Travel Course & Internship Manager	(714) 744-7858
Jodi Hicks, Assistant Director of CGE	(714) 997-6629
Kristin Beavers, Director of CGE	(714) 289-2020
Allan Brooks, Director, Risk Management	(714) 532-7794
Jerry Price, Vice President for Student Affairs and Dean of Students	(714) 997-6670
Andrew Kami, Director of Psychological Counseling Services	(714) 744-7078