



Emergency or Crisis Abroad Protocol Procedure

1. ENSURE PARTICIPANT SAFETY

ACCOUNT FOR AND ENGAGE PARTICIPANTS

Do whatever is necessary and reasonable to ensure the safety of program participants. Obtain emergency medical care if necessary; remain calm and try to diffuse anxiety.

BE AWARE OF YOUR AMERICAN PRESENCE

During a crisis where a U.S. citizen may be at risk, instruct participants to avoid demonstrations or behavior that could call attention or identify them as Americans, i.e., luggage tags, clothing.

MEET IN AN ESTABLISHED PLACE

Following a response plan, and after Crisis Coordinator is informed about an emergency, you may be sent a written course of action/response plan that participants will be expected to follow.

2. NOTIFY EXTERNAL ENTITIES

PERSON	ACTION
Traveler	Call GSU Campus Police 001-404-413-3333
University Police	Contact Crisis Coordinator and Alternate Crisis Coordinator, Chief of Police and University Public Relations
Study Abroad Student Emergency Contact	Contact GSU Study Abroad Emergency phone at 470-825-3986 in case of emergency abroad 24/7
Faculty/Staff Crisis Coordinator	Contact President, Provost, Department Chair/Immediate Supervisor, University Attorney, Office of Insurance & Risk Management <i>Crisis Coordinator will be in continuous contact with University Public Relations until the crisis is resolved.</i>
Study Abroad Student College Administrative Officer	Contact Department Chair, Dean (as needed)
Faculty/Staff Chief of Police	Contact Department Chair, Dean (as needed)
Public Relations	Contact President and/or Provost (if necessary); PR will handle all media communication for GSU

EMERGENCY CONTACTS		
Study Abroad Crisis Coordinator	Dr. Laura Boudon, <i>Director of Study Abroad</i>	404-413-2529 lboudon@gsu.edu
Faculty/Staff Crisis Coordinator	Fred Hammett, <i>Director of Emergency Management</i>	404-413-0383 (c) 678-618-2940 fhammett@gsu.edu
Alternate Crisis Coordinator	Angelia Jennings, <i>Communications Manager, GSU Police</i>	404-413-0333 ahjennings@gsu.edu
Chief of Police	Anthony Coleman, <i>Chief of Police</i>	404-413-3230 acoleman@gsu.edu
Dean of Students	Anthony Davis, <i>VP Student Engagement and Dean of Students</i>	404-413-1515 adavis358@gsu.edu
International Initiatives	Dr. Carrie Manning, <i>Interim Associate Provost for International Initiatives</i>	404-413-2530 cmanning@gsu.edu

Public Relations	Andrea Jones, <i>Associate Vice President</i>	404-518-3181 andrea.jones@gsu.edu
University Attorney	Kerry Heyward, <i>Legal Affairs</i> Madison Burnett, <i>Associate Legal Advisor</i>	404-413-0500 kheyward@gsu.edu madisonburnett@gsu.edu
Insurance & Risk Management	Frederick Bibbs, <i>Director for Insurance and Risk Management</i>	404-413-3003 fbibbs@gsu.edu
Student Engagement	Allison Calhoun-Brown, Ph.D., <i>Senior VP for Student Success</i>	404-413-2067 acalhounbrown@gsu.edu
University President	M. Brian Blake, <i>Office of the President</i>	404-413-1300
University Provost	Dr. Nicole Parson-Pollard <i>Provost and Executive VP for Academic Affairs</i>	404-413-2000 nicollepp@gsu.edu

3. DOCUMENT THE INCIDENT (Make a careful and detailed chronological sequence of events log)