Cal Poly International Center

Responding to a Crisis Abroad

1. **Immediately notify the Cal Poly Campus Police Department at (805) 756-2281.**
   The CP Police will then notify the Director of the International Center.

2. **Assess the situation and any threat or dangers it poses to the students, faculty and/or staff.**
   a. What specific threats or dangers do they face?
   b. What immediate steps can and should be taken to reduce the harm, danger or threat level for students, faculty and/or staff?
   c. Where are the students, faculty and/or staff located and which alternative locations may be safer?

3. **Contact all students participating in your program.**
   a. Determine whether they are accounted for and safe within one hour or as soon thereafter as is practicable (If students are not at the study site, they should have previously emailed faculty and/or the service provider regarding their travel plans during their free weekend or open time. Establish contact with these students as soon as possible).
   b. Determine and record their present locations.
   c. Instruct them concerning where to go and what to do in view of the crisis.

4. **Update the Director of the Cal Poly International Center continuously throughout the crisis on the following:**
   a. the condition and safety of the students, faculty and/or staff
   b. new information as it becomes available or as conditions change

5. **Maintain a written log of the crisis.** Include specific dates, times, actions taken, and all other relevant details beginning with your first notice of the crisis and continuing through its completion.

6. **Refer telephone calls from the media** to Stacia Momburg at (805) 756 - 6260 or email smomburg@calpoly.edu

7. **Refer telephone calls from parents and relatives** contact the Director of the International Center, Caroline Moore at (805) 756-2945 or email cmoore36@calpoly.edu