

Claremont McKenna College (CMC) provides a range of domestic and international program opportunities to students, and the health and safety of students, faculty, and staff is the primary concern during these experiences. The Office of Off-Campus Study (OCS) in the Center for Global Education (CGE) has created the following procedures and protocols to monitor the health and safety of students, whether on a domestic or international program, in the event of an emergency. These procedures and protocols are also designed to keep key stakeholders informed as necessary.

Key Terms Defined

Off-campus program: A CMC-sponsored international or U.S. based activity that is organized, funded, and/or hosted by CMC departments, faculty, institutes, and/or offices, including but not limited to: semester or academic year study abroad, the Washington Program, the Silicon Valley Program, international or domestic student exchange, faculty-led programs, and international summer internships, academic events, extracurricular events, and conferences.

Domestic program: A semester-long off-campus experience in the United States, such as the Washington Program, the Silicon Valley Program, or a U.S. college exchange

International program: A program, trip, or experience sponsored by CMC that takes place outside of the United States

Study abroad: An international academic experience, generally lasting for one semester, summer, or year

Faculty-led program: An academic travel experience, usually short-term (one week to two months), led by CMC faculty and/or staff, in an international or domestic location, that may or may not be awarded CMC course credit

Program provider: An organization or host university that runs study abroad programs and/or assists with the development and running of faculty-led programs

Off-Campus Study Committee: The faculty-steered committee responsible for oversight of CMC's off-campus study programs and for creation and review of off-campus study policies

Emergency: An event or situation abroad requiring immediate and serious attention, such as an arrest, death, serious illness, or injury to a CMC student, staff, or faculty member; act of terrorism; civil unrest; public health crisis; natural disaster; or significant increase in threats to personal safety

Pre-departure Emergency Preparedness

Emergency planning begins well in advance of any off-campus experience. Both the Director and the Assistant Director of Off-Campus Study have extensive background, training, and expertise in crisis management and emergency response particularly as relates to college-age students abroad. They have 20 years of combined experience in managing students on domestic and international programs. With this expertise, the Office of Off-Campus Study, in collaboration with the Off-Campus Study Committee (OCSC), vets and monitors off-campus destinations, programs, and partners. The Office of OCS maintains a list of approved programs that is under constant review for changes in factors impacting the health and safety of students.

All students are required to participate in a pre-departure orientation in the semester prior to their domestic or international program. Orientations are held separately for study abroad, faculty-led programs, the Washington Program, and the Silicon Valley program. The orientations focus on practical logistics for a successful semester off-campus as well as essential health and safety information. All programs also conduct on-site orientations during the first few days of the program and provide ongoing support to students throughout the duration of the program.

For international programs, CMC works exclusively with program providers and exchange partners that provide on-site orientation and emergency support for students studying at their locations. In most cases, students receive emergency health and evacuation insurance through their program providers. In addition, CMC provides iNext emergency travel and health insurance to all students traveling internationally on CMC-sponsored programs, which includes emergency medical evacuation.

All students, faculty, and staff participating in domestic and international programs are registered in CMC's travel database. This allows the Off-Campus Study staff and a select group of administrators to access a list of names, dates, locations, contacts, and sponsoring departments of students, faculty, and staff who are currently off-campus. Students are encouraged to register any personal travel outside of the primary program location in the database as well. When an incident occurs in an off-campus location, the Office of Off-Campus Study can see if there are students, faculty, and staff currently in that location and respond accordingly.

It is CMC's policy that students will not participate in a program in a country with an active travel warning issued by the U.S. Department of State (<http://travel.state.gov/>), Australian Government Department of Foreign Affairs and Trade (<http://www.dfat.gov.au/>), Foreign Affairs & International Trade Canada (<http://www.international.gc.ca/international/index.aspx>) or the United Kingdom Foreign & Commonwealth Office (<http://www.gov.uk/fco/>). On a case by case basis, however, a CMC student may request permission from the Off-Campus Study Committee, under the leadership of the Director of Off-Campus Study, to travel to or participate in a program in a country with a travel warning. The Off-Campus Study Committee may approve students to travel to a country with a travel warning provided that the student and their parents complete and sign an additional waiver and that the student agrees not to travel to the region(s) specified by the travel warning. Past examples of such exceptions include Tel Aviv, Israel, and Guanajuato, Mexico.

Pre-departure Emergency Response

An emergency, such as civil unrest or a natural disaster, may occur in a program location prior to student departure, necessitating that CMC review the situation to determine whether to send students to the location for the upcoming program term.

If an emergency incident occurs or if a new travel warning is issued for a program location before students have departed for the location, the Off-Campus Study Committee will review the available information and make a decision about how to proceed. This includes gathering news reports; travel warnings and alerts from the U.S. Department of State and Centers for Disease Control and Prevention (CDC); travel warnings and alerts issued by Canada, Australia, and the United Kingdom; and information from the program provider and/or host university. The committee will also seek counsel from the following individuals, as appropriate: Dean of the Faculty, Dean of Students, General Counsel, Treasurer (if financial resources are involved), Registrar, and faculty with expertise in the region.

If such a review must occur over a college break, the Off-Campus Study Committee will be contacted via email or phone. It is understood that because of the special circumstances surrounding the event and the timing, no matter how many people can be present at a meeting (either in person or virtually), those who are available would constitute a quorum and have the power to make decisions on behalf of the college. If the OCSC is ever not available to review and decide within the necessary timeframe, the OCS Director and Dean of the Faculty will review the information and decide on an appropriate course of action.

It is the purview of the OCSC to revoke prior approval for a student or students to travel to a location no longer deemed to be safe for the upcoming semester, or if there is not enough information available to ensure that the location will be safe (such as an act of civil unrest that is not resolved prior to the beginning of the semester).

Off-Campus Study Emergency Response

If an emergency occurs or when a new travel warning is issued after students have arrived in the program location, either city-/country-wide or with a specific student or students, CMC will decide how to proceed on a case-by-case basis in consultation with the program provider(s), program on-site director(s), the consular safety officer at the local U.S. Consulate, and the CMC Emergency Management Committee (EMC) under the leadership of the Director of Off-Campus Study. The College may also seek counsel from the following individuals, as appropriate: Dean of the Faculty, Dean of Students, General Counsel, Treasurer (if financial resources are involved), Registrar, Executive Director of the Center for Global Education, Government Department faculty involved with Washington Program coordination, Robert Day School faculty involved in the Silicon Valley Program, and faculty with expertise in the region.

There are many factors involved in deciding whether or not to bring a student or students home before the end of the program; therefore, the procedure for doing so must be determined on a case-by-case basis. Factors to consider include: the nature of the incident or emergency, the severity and immediacy of any ongoing threat to health and safety, the resources and infrastructure available in the program location and region, the number of students impacted by the incident (i.e. one CMC student or an entire program/city), and the program provider's procedures for evacuation.

International Programs

For an incident or emergency that impacts an entire international program, CMC will usually defer to the program provider's procedures for response and intervene on behalf of CMC students only if the procedures are deemed unsatisfactory. Program providers have vast knowledge of and networks in host countries that make them the best prepared for a response. In cases involving an entire program of students, it is usually safer to keep the group together rather than try to coordinate a separate evacuation or response for a single student, which may put the entire group at risk.

If an incident involves a single CMC student or small group of CMC students, OCS and EMC, under the leadership of the Director of Off-Campus Study, will work closely with program providers, other individuals involved in-country (such as doctors, consular officers, police, etc.), relevant on-campus staff and faculty (as outlined above), and each affected student's family (if applicable) to determine the best course of action.

Domestic Programs

The Washington Program and Silicon Valley Program Directors would work closely with OCS staff, the OCSC, and other relevant on-campus staff and faculty (as outlined above) to respond to an emergency in their respective cities and regions. The Washington Program has established protocols for emergency response, including emergency kits for each student and a safe location to evacuate to outside of the city. The Silicon Valley Program issues emergency kits to each student and has identified primary and secondary gathering places in case of emergency.

Emergency Communication Procedures

1. When OCS learns about an emergency in a specific location or with a particular student, the first response is to see if all students are safe and accounted for. OCS keeps reports of all students currently off-campus with contact information for each student as well as emergency contacts for the program providers.

For international programs, OCS will contact program providers to learn more about their safety procedures, response to the incident, and recommendations for next steps. Most program providers will automatically email OCS and/or put an emergency posting on their website.

For domestic programs, OCS will contact the Washington Program or Silicon Valley Program Director for an update on the current safety status, any measures already taken, and recommendations for next steps.

2. OCS will send an email to each student in the city or country, asking them how they are doing and if they feel they are safe. OCS will offer to Skype or telephone the students if they would like to speak with OCS staff.
3. OCS will notify or, as necessary, may activate the CMC EMC, which may include some or all of the following individuals, depending on the nature and location of the incident: President, General Counsel, Dean of Faculty, Dean of Students, Registrar, Treasurer, Government Department faculty involved in Washington Program coordination, Robert Day School faculty involved in the Silicon Valley Program, the Executive Director of the Center for Global Education, and Off-Campus Study Committee.

For the Washington Program, OCS may also inform the following individuals (as appropriate) if the incident/emergency involves students from the other Claremont Colleges:

Harvey Mudd: OCS will contact Harvey Mudd's Study Abroad Office.

Pitzer: OCS will contact Pitzer's Study Abroad Office.

Pomona: OCS will contact Pomona's Public Policy Analysis Program Coordinators.

Scripps: OCS will contact Scripps's Off-Campus Study Office.

For the Silicon Valley Program, OCS may also inform the following individuals (as appropriate) if the incident/emergency involves students from the other Claremont Colleges:

Harvey Mudd: OCS will contact Harvey Mudd's Study Abroad Office.

Pitzer: OCS will contact Pitzer's Study Abroad Office.

Pomona: OCS will contact Pomona's Dean of Students.

Scripps: OCS will contact Scripps's Off-Campus Study Office.

4. If the Dean of Faculty warrants, OCS will distribute a general announcement to faculty and staff with a status update about affected programs and an overview of OCS response.
5. If the Dean of Faculty and Dean of Students warrant, OCS will contact all students in the affected country with a general announcement of our activities and status of our programs. A copy will be sent to the Dean of Faculty, Dean of Students, and Off-Campus Study Committee. Additionally, if warranted, OCS will distribute a general announcement to all students with a status update about affected programs and an overview of OCS response.
6. If senior staff deem necessary, CMC will post an announcement on the CMC and OCS web pages in collaboration with the Offices of the President and Public Affairs.
7. If the incident involves one or more students specifically, it will be decided on a case by case basis whether to contact the families as well as who should be the person to make the telephone call: Dean of Students, Off-Campus Study Committee members, Off-Campus Study staff, Washington Program Director, Silicon Valley Program Director, or other staff or faculty member as deemed appropriate.