

# Emergency Response Plan

**Program Name:** \_\_\_\_\_

**Director:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Dates Out of Country:** \_\_\_\_\_ **Cell Phone Abroad:** \_\_\_\_\_

## Before you go, please indicate an emergency manager at UT:

Name & Title: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

E-mail: \_\_\_\_\_

Second contact in your absence: \_\_\_\_\_

## Emergency Management Team:

UT General Information	(512) 471-3434
UT Police	(512) 471-4441
James W. Vick, Vice President for Student Affairs	(512) 471-1133
Jerry Wilcox, Director, International Office	(512) 471-1211
John Sunnygard, Director, Center for Global Educational Opportunities	(512) 471-6490
Steve DePaul, Assistant Director, Center for Global Educational Opportunities	(512) 471-6490
Dean of your college _____	_____

## Identify support persons in host country depending on emergency:

from embassy: name: \_\_\_\_\_ phone: \_\_\_\_\_

from religious centers: name: \_\_\_\_\_ phone: \_\_\_\_\_

from hospitals: name: \_\_\_\_\_ phone: \_\_\_\_\_

from university: name: \_\_\_\_\_ phone: \_\_\_\_\_

from health services: name: \_\_\_\_\_ phone: \_\_\_\_\_

from other organizations: name: \_\_\_\_\_ phone: \_\_\_\_\_

from on site program: name: \_\_\_\_\_ phone: \_\_\_\_\_

## When an emergency occurs . . .

(this is a checklist for your use on site, not to be completed before departure)

- Appoint an on-site assistant
- Notify base (if emergency occurs elsewhere)
- Notify Emergency Manager
- Notify students' emergency contact
- Notify C-GEO
- Notify insurance carrier if appropriate
- Appoint individuals to roles on site:  
Name of person: \_\_\_\_\_  
Role: \_\_\_\_\_
- Inform students as deemed appropriate.