

Emergency Communication and Action Plan

General Procedures:	Responsible Party
1. Notify Study Abroad, contact Campus Security +1 509 313 2222	Faculty
2. Fill out incident report	Faculty
3. SAO will contact you for more details	SAO, Risk Manager
Medical Issues or Medical Emergency	
1. Identify the affected individuals and determine the level of medical attention	Faculty
2. If immediate assistance is needed call the equivalent of 9-1-1	Faculty
Arrest	
1. Locate student(s)	Faculty
2. Depending upon the severity of the situation SAO may contact the U.S. Embassy or Consulate	SAO, Risk Manager
Political Upheaval/Natural Disaster/Terrorist Attack	
1. Locate all students	Faculty
2. Secure a safe location	Faculty
3. Contact or respond to local authorities	Faculty
4. Contact U.S. Embassy	Faculty
5. Communicate Gonzaga's instructions/information to the students.	SAO, Risk Manager
Death	
1. Call that countries equivalent of 9-1-1	Faculty
2. SAO will contact the U.S. Embassy or Consulate	SAO, Risk Manager
3. SAO will contact Risk Management and Provost	SAO, Risk Manager
Insurance:	
1. Director of Study Abroad or Risk Manager will notify university insurance partner of student situation and will facilitate any communication with them.	SAO, Risk Manager
Communication:	
1. In a crisis, calls to the parents and communication with parents should only be made by Gonzaga University and its designated representatives. Faculty should focus on the needs of the students.	
2. Calls from the media should be referred to the University Marketing and Communications Office. The Marketing and Communications Office are the spokesperson for the university when dealing with the media unless faculty are otherwise informed.	Marketing and Communication Office