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# CRISIS MANAGEMENT

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## FACULTY-LED PROGRAM

- Have a way of contacting a U.S. Embassy or Consulate in case their assistance is needed.
  - Have the Embassy/Consulate telephone number ON HAND with the name of a contact person there.
  - Know where to secure medical attention for illnesses and the location of hospitals nearby in case of accident.
  - Contact Study Abroad Office as soon as possible after a serious incident has occurred
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### **I. EMERGENCY PROCEDURES:**

1. In case of a life-threatening emergency, the Faculty Leader must first take whatever action is necessary to ensure the participant's safety.
  2. During an emergency, the Faculty Leader must establish a means of constant telephone contact with the Study Abroad Office.
  3. In all emergencies, either the participant or the participant's emergency contact person should, if at all possible, authorize any action to be taken, such as transportation, an operation, or legal action. If the individual is incapacitated and authorization from the emergency contact person is not possible, it may be necessary for the Faculty Leaders to make a decision in the best interests of the individual.
  4. The Faculty Leader should contact the participant's emergency contact person him/herself.
  5. The Faculty Leader must ensure that written documents, such as police reports and/or doctor's reports, are secured and an Incident Report Form.
  6. Have a witness with you, if at all possible, and ask the individual to keep his/her own records of conversations or events. The Faculty Leader must also forward copies of all documents to the Study Abroad Office.
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**In the event of an incident that is *non-medical* in nature, such as rape or police arrest, all of the above procedures must be followed. IN ADDITION:**

### **II. IN CASE OF RAPE:**

- Meet with the student to get initial information and be accompanied by a witness if at all possible.
- Urge the student to obtain medical care and accompany the student to the hospital if he/she so chooses.
- Urge the student NOT to bathe until physical evidence can be gathered by medical personnel.
- Clothing should be removed and placed in a PAPER WRAPPER (not plastic) to preserve physical evidence.
- If the student wishes to file charges with the authorities, assist him/her in contacting those authorities.
- Urge the student to get counseling - either locally or through the Counseling Center at the home institution by phone.
- Offer to help the student contact home or make arrangements to return home.
- Always have a witness at all meetings, and have that witness keep a written record of conversations.
- Contact Title IX Coordinator within 24 hours.

### III. IN CASE OF A MISSING STUDENT:

- Collect information from all available sources - other participants, faculty, etc.
  - Contact the authorities at the time when the student was officially expected to return and follow their policies and procedures for missing persons.
  - At the same time, contact the Study Abroad Office, which will in turn inform the student's emergency contact.
  - Advise the nearest Embassy/Consulate of the situation.
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### IV. IN CASE OF POLICE ARREST:

- Urge the student to seek legal counsel.
  - Advise the nearest Embassy/Consulate of the situation.
  - Inform the Study Abroad Office and emergency contact.
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### V. EMERGENCY CONTACTS:

Study Abroad Office	931-372-3634	8:00-4:30pm
University Police	931-372-3234	after office hours
Title IX Coordinator	931-372-3112	

Director- Charles Wilkerson      [cwilkerson@tntech.edu](mailto:cwilkerson@tntech.edu)

Study Abroad Coordinator- Amy Miller      [almiller@tntech.edu](mailto:almiller@tntech.edu)

**Please see the Emergency Response Team Chart on the next page.**



# EMERGENCY RESPONSE TEAM

## FACULTY-LED PROGRAM

