

SUBJECT:	International Academic Travel Emergency Response Plan
REVIEWED/REVISED:	6/2026
RELATED POLICY:	International Academic Travel Policy
PURPOSE:	To establish clear definitions, roles, and response procedures for managing emergencies, perceived risks, and critical incidents during college international academic travel.
POLICY OWNER:	Vice President of Academic Affairs

Nebraska Methodist College is committed to the safety of all participants in its international academic travel programs. This plan supports proactive risk management and outlines coordinated, timely, and compliant responses to emergencies, perceived risks, and critical incidents in alignment with institutional standards and applicable regulations. It applies to all Nebraska Methodist College students, faculty, staff and guests participating in institution-sponsored international academic travel.

I. Definitions:

- a. Real Emergency** – A situation involving an immediate or imminent threat to the safety, health, or well-being of a participant requiring urgent intervention.

Examples include:

- Serious illness, injury, or death
- Psychological or emotional distress requiring removal or professional care
- Victimization or accusation related to a crime (e.g., assault, theft, harassment)
- Country-level threat (e.g., natural disaster, political unrest)

- b. Perceived Emergency** – A situation where there is no immediate threat, but concern exists requiring monitoring and evaluation to prevent escalation.

Examples include:

- Media or sensationalized reporting on destination conditions
- Anxiety from families or participants without direct risk indicators
- Incomplete or inaccurate information from participants

- c. Critical Incident** – A non-life-threatening situation that disrupts program operations, violates policy, or presents potential risk to participants.

Examples include:

- Tardiness or absence from required program activities
- Alcohol or drug misuse; disruptive or aggressive behavior

- Cultural insensitivity, harassment, or misconduct
- Academic integrity violations

II. Risk Management and Prevention Protocol

NMC requires pre-travel preparation to mitigate risk and support participant safety. Required measures include:

- Mandatory pre-departure orientation
- Completion of required Acknowledgment & Release, Code of Conduct, Emergency Contact Form
- Health disclosure via Ed Ventures Health Questionnaire (handled in compliance with FERPA; securely destroyed post-program)
- Submission of passport documentation via Ed Ventures portal
- Enrollment in approved travel insurance, including medical evacuation and repatriation
- Trip administrator/faculty submission of full travel itineraries to the Vice President of Academic Affairs (VPAA)

Prior to approval of any country for international academic travel programs, the Senior Administrative Assistant for the VPAA will complete the following steps to gather pertinent information and evaluate suitability:

- Review the [International Traveler's Checklist](#) for destination information, crisis planning, health precautions, and money matters.
- List the [U.S. State Department's Travel Advisory](#) level: *Anything over a level 2 is considered a Restricted Travel Area.
- List the top three causes of death for each country based on research from the [U.S. State Department statistics](#).
- Read the [OSAC Crime and Safety report](#) for the destination country.
- List the most likely health risks based on research of the U.S. State Department's Travel Advisory, the top three causes of death, OSAC's Crime and Safety report and the [U.S. Centers for Disease Control \(CDC\)](#). *Anything over a CDC Warning Level of 2 is considered a Restricted Travel Area
- List medical facilities closest to program itinerary locations.
- List any health and safety preparations required before trip departure.
- List U.S. Embassy and Consulate contact information.
- List local law enforcement contact information.
- List cell phone numbers for all trip administrator/faculty, tour manager, and liaisons on the trip.

III. Academic Travel Emergency Response Team

The purpose of the Academic Travel Emergency Response Team is to identify and act in case of real emergencies. NMC's Team will consist of the on-site travel company tour manager(s), trip administrator/faculty, and partner college liaisons, as well as the following:

- Senior Administrative Assistant to the VPAA
- Vice President of Academic Affairs
- Chief Student Officer/Dean of Students
- President of Ed Ventures (or pertinent travel company)
- Executive Vice President
- Other administrators will be added to the Team as the situation dictates.

IV. General Procedures for Response to Emergency

Emergency procedures should focus on preventing life threatening situations, providing a climate of safety, maintaining confidentiality where important, and maintaining communication with appropriate personnel.

Initial Response (On-Site):

The on-site travel company tour manager(s) and/or trip administrator/faculty will most likely be the first people notified or aware of an on-site emergency. The on-site contacts should begin a careful process of gathering and reporting information, which should include the following:

- Determination and description of the real or perceived risk
- Description of the current status of affected participant/s (location, physical condition, etc.)
- Description of the monitoring/assistance affected participant/s is receiving
- Description of the impact this incident has on the entire group/program
- List of others who may have already been notified of the incident (students, parents, local police, media, etc.)
- Description of urgent need and/or expected response

The on-site contacts should notify the Senior Administrative Assistant to the VPAA with the above information as quickly as possible.

Institutional Response:

As necessary, the Senior Administrative Assistant to the VPAA will call together the Academic Travel Emergency Response Team. Emergency action by the Academic Travel Program Coordinator and the Emergency Response Team should include the following:

- Full identification of emergency and all related information.
- Development of a recommended action sequence. This may include, but is not limited to:
 - Gathering all information;
 - Establishing communication with families;
 - Disseminating accurate information to faculty, students, and media;
 - Intervening directly with students most likely to be affected; and
 - Increasing the available support for students and staff.

Refer to applicable Action Plans for scenario-specific guidance.



Action Plan - STUDENT MISCONDUCT

Definition:

Student behavior that results in disruption to the educational process such that disciplinary action is warranted. Students may be issued a probationary warning or dismissed from an academic travel program. The choice should be determined in consultation with the Academic Travel Emergency Response Team. This is intended to be an interim solution to deal with an urgent situation and does not necessarily impact on overall student status. College policies and process for suspension must be considered in any such action.

Examples: Substance or alcohol misuse, tardiness, missing class or group activities.

Preventative Expectations:

- Clear behavioral expectations outlined in pre-departure orientation
- Signed Code of Conduct and program agreements

Response Protocol - Information to gather and submit Maxient Incident Report:

- Describe behaviors/actions at issue.
- Describe consequences of behavior/actions to program.
- Describe warnings or sanctions imposed.
- Describe proposed logistics of student exiting program and transportation issues.

Actions:

- Begin an event log by gathering background information and reporting developments and responses.
- Discuss issue with student by explaining how actions/behaviors are incompatible with success of program.
- If circumstances permit, the student can receive disciplinary probation. If possible, the warning will be issued with another academic travel administrator or faculty member present and signed and dated by the student and the NMC academic travel administrator/faculty. A warning should include:
 - written document of warning.
 - description of behavior that warrants dismissal or correction.
 - clear expectation that misconduct is not to reoccur.
 - clear indication of probationary status action to take place if student is dismissed (no academic credit, financial cost borne by student, escort to airport, etc.).
- The student may decide to terminate the program and return home at own expense.

Suggested Action Plan:

- Depending on the severity of issue, student may be dismissed without a probationary warning although it is advisable that the on-site NMC academic travel administrator/faculty

- get a second opinion from appropriate contacts at the College before taking such action.
- The following warnings must be given by the suspending official:
 - You are hereby given disciplinary suspension. This action means you will be barred from the program and must return to the U.S. at your own expense.
 - You will be assisted with securing housing and travel arrangements for leaving the program; however, financial burden will be the responsibility of the traveler.

Follow-up:

- Review the incident report and recommend to the Vice President of Academic Affairs, Dean of Students and Program Director any further disciplinary action.
- If student is dismissed from academic travel program, consult with College personnel to ensure student is met at the airport by family to be transported home.
- Evaluate the efficacy of the action steps with those involved and recommend modifications as needed.