“Solidarity is learned through “contact” rather than “concepts”. Students in the course of their formation, must let the gritty reality of this world into their lives, so they can learn to feel it, think about it critically, respond to its sufferings and engage it constructively. They should learn to perceive, think, judge, choose and act for the rights of others, especially the disadvantaged and the oppressed”


The Arrupe Immersion Programs provide students, faculty and staff at the University of San Francisco with short term opportunities to live, work, and reflect in economically marginalized communities on a domestic and international level.

These immersion experiences draw their inspiration from the life and work of Pedro Arrupe, S.J., former Superior General of the Society of Jesus, who stressed the responsibility of students at Jesuit institutions to be agents of change in society.
Men and Women for others.

Excerpts from a speech by Pedro Arrupe in 1973, when he was Superior General of the Society of Jesus.

Re-education for justice:

Today our prime educational objective must be to form men and women for others; men and women who will live not for themselves but for God and his Christ - for the God-Man who lived and died for all the world; men and women who cannot even conceive of love of God which does not include love for the rest of their neighbors; men and women completely convinced that love of God which does not issue in justice for others is a farce.

Love for Neighbor:

We are commanded to love God and to love our neighbor. But note what Jesus says: the second commandment is like unto the first; they fuse together into one compendium of the Law. And in his vision of the Last Judgement, what does the Judge say? “As long as you did this for one of the least of my brothers, you did it for me” As father Alfaro says:

Inclusion in or expulsion from the Kingdom proclaimed by Jesus depends on our attitude towards the poor and oppressed; toward those who are identified in Isaiah 58, 1-2 as the Victims of human injustices and in whose regard God wills to realize his justice. What IS strikingly new here is that Jesus makes there despised and marginalized folk his brothers. He identifies himself with the poor and the powerless, with all who are hungry and miserable. Every person in this condition is Christ's brother and sisters; that is why what is done for them is done for Christ himself. Whoever comes effectively to aid of these brothers and sisters of Jesus belongs to his Kingdom; whoever abandons them to their misery excludes himself or herself from that kingdom.

Love and Justice Meet:

Just as love of God, in the Christian view, fuses with love of neighbor, to the point that they cannot possibly be separated, so, too, charity and justice meet together and in practice are identical. How can you love someone and treat him or her unjustly. Take justice away from love and you destroy love. You do not have love if the beloved is not seen as a person whose dignity must be respected, with all that implies. And even if you take the Roman notion of Justice as giving to each his due, what is owing to him, Christians must say that we owe love to all people, enemies not excepted.

Just as we are never sure that we love God unless we love others, so we are never sure that we have love at all unless our love issues in works of justice. And I do not mean works of justice in merely individualistic sense...
An Ignatian Examen.

The Examen, worked out by St Ignatius of Loyola from reflection on his own spiritual experiences, can help us be attentive in new ways to the experiences of ourselves as leaders. It may help us understand ourselves and perhaps our communities too, in the context of God’s redemptive presence and work in history.

It can lead us to understand the dynamics of human consciousness as essential to authentic church leadership and to become more adept at discerning the particular ways in which God calls us and our communities to lives of leadership.

Guided audio examen:

Put on your headphones and click on the image below, you will be guided through an Ignatian Examen. We encourage you come back to this reflection everyday of your immersion.

Audio: This is a five-minute reflection narrated by Mike Lowe (2016)

ON A PDF: **CLICK HERE.**
WE ARE NOT TYPICAL TOURISTS.

1. You may not eat at the famous restaurant in the area, you may not stay on your ideal comfortable bed, you may not use the most comfortable transportation means which tourists usually look for. Because your context is to learn about locals’ situations

2. You are not there to “see” but to experience and have a sense of what is inside another culture.

3. You are encouraged to visit, taste some significant for the culture insiders. In your immersion context, you may not necessarily have to visit the famous touristic sites every tourist is likely to prioritize

4. Try to not rush for the sake of visiting too many things on your lists. Give yourself enough time to immerse. Speak with locals. Ask them questions “the why of everything” you are sensing. Let locals know you are new in the culture and you are there to learn from them.

5. Be aware of any sense of superiority. Notice any judgements you may have around the new experiences. Reflect on your own experiences, and ask yourself why you are reacting the way you are reacting

6. Use internet and your phone only when necessary

7. Avoid some unnecessary distractions (eg: Selfies, phone calls, and texting)

8. Take pictures because they have meaning for yourself, not just because you think other people back home may want to look at them. You may take pictures of culturally significant things for locals. What is significant for locals may not necessarily be the most exciting things for one with a touristic eye

9. If you are to take pictures of people, think about your intention first, and then ask them for permission.

10. Do not isolate from the rest of your group.
INTRO TO APPALACHIA: THE REGION, THE CONFLICT, THE PEOPLE.
INTRO TO APPALACHIA

THE APPALACHIAN REGION, AS DEFINED BY THE APPALACHIAN REGIONAL COMMISSION, IS A 205,000-SQUARE-MILE REGION THAT FOLLOWS THE SPINE OF THE APPALACHIAN MOUNTAINS FROM SOUTHERN NEW YORK TO NORTHERN MISSISSIPPI. IT INCLUDES ALL OF WEST VIRGINIA AND PARTS OF 12 OTHER STATES: ALABAMA, GEORGIA, KENTUCKY, MARYLAND, MISSISSIPPI, NEW YORK, NORTH CAROLINA, OHIO, PENNSYLVANIA, SOUTH CAROLINA, TENNESSEE, AND VIRGINIA. FORTY-TWO PERCENT OF THE REGION'S POPULATION IS RURAL, COMPARED WITH 20 PERCENT OF THE NATIONAL POPULATION. THE REGION INCLUDES 420 COUNTIES IN 13 STATES. IT EXTENDS MORE THAN 1,000 MILES FROM SOUTHERN NEW YORK TO NORTHEASTERN MISSISSIPPI, AND IS HOME TO 24.58 MILLION PEOPLE. SOME COMMUNITIES HAVE SUCCESSFULLY DIVERSIFIED THEIR ECONOMIES, WHILE OTHERS STILL REQUIRE BASIC INFRASTRUCTURE SUCH AS ROADS AND WATER AND SEWER SYSTEMS. THE CONTRASTS ARE NOT SURPRISING IN LIGHT OF THE REGION'S SIZE AND DIVERSITY.
THE CONFLICT:

MOST OF APPALACHIA HAD A THRIVING COAL INDUSTRY FOR MORE THAN 100 YEARS. WE WENT TO COAL COUNTRY TO TALK TO PEOPLE ABOUT JUST HOW IMPORTANT COAL HAS BEEN TO THE REGION AND HOW MUCH APPALACHIA HAS CHANGED WITH ITS DECLINE.

ON A PDF: CLICK HERE

Appalachia: an unheard story.
Environmental excursions lead students to explore the impacts on communities made in order to harvest Appalachia’s coal, natural gas, and alternative energy to feed the needs of the region, nation, and world. In meeting with activists with opposing views, participants gain an appreciation for the complexity of such issues. While not a service-focused trip, the groups do perform a valuable service centered around the environment. The unique and objective education, coupled with daily reflections, result in a “call to action” for each individual and group to implement upon returning home.

Learn more here.
The Appalachian Institute at Wheeling Jesuit University promotes research, service, and advocacy for and with the people of Appalachia to build healthier, stronger, and more sustainable communities. Rooted in Jesuit tradition, the Institute facilitates objective conversation around topics pertinent to the region, including: public health, environment, energy, culture, and community development. The Appalachian Institute carries out its mission by coordinating service and experiential learning immersion trips for several high school and college groups across the country, facilitating student and faculty research and engagement opportunities, and presenting public forums and workshops throughout the academic year. The Appalachian Institute also manages sustainability programs on WJU's campus.
THE AGENDA
Monday:

ARRIVAL, ORIENTATION, TRAVEL TO CHARLESTON

Housing Facility: Cedar Lakes: Contact Samantha or Adam Canter (Director)
82 FFA Dr., Ripley, WV 25271
Main Number - (304) 372-7860

- 10:00am – Orientation, tour of Wheeling with Tom Breiding
- Noon – Lunch on campus
- 1pm – Depart for Ripley
- 3:30pm – Check in at Cedar Lakes, meet Julia

Tuesday:

NATURAL GAS, INDUSTRY PERSPECTIVE. COAL MINING, MINERS UNION PERSPECTIVE

Independent Oil and Gas Association (304-344-9867).
Director, Charlie Burd Cburd@iogawv.com
300 Summers Street, Suite 820, Charleston, WV 25301
UMWA District 17 President Gary Trout or Jerry Kerns
1300 Kanawha Blvd., E., Charleston, WV 25301. Contact Vicki at the desk 304-346-0341

- 10am – Meeting with Charlie Burd
- Noon – Bag Lunch (outside if the weather is nice)
- 1pm – Meeting with Jerry Kearns UMWA District 17
- 5pm – Dinner at Cedar Lakes
**Wednesday:**

WV CULTURAL CENTER / KAYFORD MOUNTAIN/ TRAVEL TO WHEELING

WV Division of Culture and History, The Culture Center, Capitol Complex
1900 Kanawha Boulevard East, Charleston WV 25305-0300, Voice: (304) 558-0220
Keeper of the Mountains: Paul Brown Corbit – (202) 841-0222, Kayford, WV
Office: Keeper of The Mountains Foundation
179 Summers St., Suite 234
Charleston, WV 25301. Phone: 304-205-0920
www.mountainkeeper.org

Housing: Fresh Air Farms, Battle Run Road, Valley Grove, WV
(Driveway is first steep right after crossing the bridge onto Battle Run off of Rt. 40)

Reservations/caretaker on site: Jean, jeanmccabe23@gmail.com or Randy McCabe(304) 215 2439
Administrative Questions: Tim Reed-timreed@gmail.com/Home(304) 547-9077, Cell (304) 215-2972

- 10am – Tour of WV Cultural Center
- Bagged lunches before departing for or on the way to Kayford.
- 1pm Tour of Kayford Mountain
- 3:30pm – Travel to Wheeling (dinner along the way)

**Thursday:**

CENTER FOR COALFIELD JUSTICE, EXPLORING ENVIRONMENT FIELDWORK, MINERS’ UNION HISTORY THROUGH MUSIC

Center for Coalfield Justice
184 South Main Street, Washington, PA 15301
Meeting with Sarah Winner

Contact: Veronica Coptis, Executive Director, 724-229-3550. 724-833-8624 (cell)

(Take alley to lot in back. Call office if garage door is closed)

The Unbroken Circle: Music program with Tom Breiding

- 10:30am-3:30pm – CCJ office visit and tour of Greene County
- 4:45pm - The Unbroken Circle with Tom
- 6:30pm – Dinner, Post Evaluations, Call to Action

Friday:

ENVIRONMENTALISM THROUGH SPIRITUALITY


Alliance Coal Company: Tunnel Ridge Facilities – Short Creek and Clearview, WV

High sulfur coal exclusively for electrical power. Employs 100 non-union miners.

Began operation in 2008

- 10am – Meeting with Mike Iafrate
- Tour of Tunnel Ridge Coal Facility

Saturday:

ALL HANDS ON DECK CLEANING OF FRESH AIR FARMS (SEE LIST PROVIDED UPON ARRIVAL)
THINGS TO DO IN WHEELING:

- Oglebay Park: 465 Lodge Dr. Wheeling, WV 26003, 800-624-6988 or 304-243-4000
  [http://www.oglebay-resort.com](http://www.oglebay-resort.com) (hiking, skiing, lodge, restaurant)

- Wheeling Artisan Center/Brew House after 5pm (Tues-Sat. 11am-5pm): 1400 Main St. Wheeling, WV 26003

- WV Independence Hall (Tours) 1528 Market Street, Wheeling, WV (304)238-1300

- The Historic Centre Market: 2200 Market St. Wheeling, WV 26003
REFLECTIONS AND MEDITATIONS.
As you go immerse yourself in a new culture and witness the realities and Social Justice fight of others, we invite you to reflect on your experiences. This experience is based on the Jesuits ideal of observing, reflecting, analyzing and acting (the Circle of Praxis)

You were giving a rare opportunity to empathize, learn and be in solidarity with people living on the margins of social, economic, political and environmental status.

The following pages are intended to guide you through this reflection and help you confront what you are witnessing. We encourage you to write your thoughts, questions and ideas on a notebook, or as a note on you ibook*

You can also share your experiences with other through Social Media, using the hashtag #ArrupeImmersions

*To write a note on ibook select and highlight the text and click “note”.
“If you have come here to help me, you are wasting your time. But if you have come because your liberation is bound up with mine, then let us work together.”

Lilla Watson, a Brisbane based Aboriginal educator and activist.

Listen to this song and reflect on Today’s experience.

One Love by Bob Marley.

[PDF link here]
“Solidarity is learned through `contact´ rather than through `concepts´. When the Heart is touched by direct experience, the mind may be challenged to change”

Peter-Hans Kolvenbach, SJ.
“Nothing is more practical than finding God, that is, than falling in love in a quiet absolute, final way. What you are in love with, what seizes you out of bed in the morning, what you will do with your evenings, how you spend your weekends, what you read, who you know, what breaks your heart, and what amazes you with joy and gratitude. Fall in love, stay in love, and it will decide everything.”

Pedro Arrupe, SJ.
“As we serve others we are working on ourselves. Every act, every word, every gesture of genuine compassion naturally nourishes our own hearts as well. It is not a question of who is healed first... When we attend to ourselves with compassion and mercy, more healing is made available for others. And when we serve others with an open and generous heart, great healing comes to us.”

Wayne Muller.
Take the first step in faith. You don't have to see the whole staircase, just take the first step”

Dr. Martin Luther King, Jr.
DAY 6

“A bone to the dog is not charity. Charity is the bone shared with the dog, when you are just as hungry as the dog.”

Jack London.
You never leave a place you love. part of it you take with you, leaving a part of you behind.
EMERGENCY INFORMATION
AND CONTACTS.
EMERGENCY RESPONSE PLAN.

GENERAL PROCEDURES:

ATTENTION- In the event of a medical/psychological emergency contact International SOS immediately and provide membership #11BCAS665075 (24-Hour Access). Call the ISOS Assistance Center located in your region or direct dial 1-215-942-8478. Keep this Emergency Response Plan (“ERP”) with you at all times.

Encourage all participants (faculty, students, and staff) to register with the United States Embassy or Consulate before departure (www.state.gov) or immediately upon arrival.

Make sure that the information contained in this ERP is available to all USF staff as well as to host institution’s staff.

Immediately upon your arrival at the program site, devise and rehearse a procedure for contacting all students in case of an emergency including a scenario when telecommunications and local transport fail.

Identify a meeting place where all participants must report in case of an emergency.

Make sure to communicate this emergency meeting place to participants.

Identify means of transport that can be used in case an emergency evacuation is necessary.

Request contact information for all participants leaving the program site for more than 24 hours. Notification of contact information should be done by using a special form.

Identify participants with special needs and formulate plans to accommodate them during an emergency, if necessary.
Report any incident, including but not limited to incidents described in this ERP, to Shirley McGuire in writing via e-mail (mcguire@usfca.edu), telephone (+1-415-422-6103).

**IMPORTANT PHONE NUMBERS**

**IN CASE OF EMERGENCY**

(001) 415.422.2911

24 hours/7 days a week

(001) 415.994.4330

USF Emergency 24hr Cell

**-NON-EMERGENCY-**

(001) 415.422.5330

8:30 a.m.-5:00 p.m.

Crisis Management and Behavioral Intervention Team.
LEADERS INFORMATION:

Mauricio Diaz de Leon, RM
619.942.9450
mdiazdeleon@usfca.edu
Samantha Destura, Student Leader
661.220.4601
spdestura@dons.usfca.edu
Maria Sevilla, Student Leader
510.294.0917
mgsevilla@dons.usfca.edu

LOCAL CONTACTS:

Clifford M. Lewis, S.J. - Appalachian Institute: 304.243.4362 ai@wju.edu
Tom Breiding, Immersions Trip Coordinator: 412.418.6299 tbreiding@wju.edu
Jamey Brogan, Director of Campus Ministry, Mission & Identity: 304.243.2168 jbrogan@wju.edu
WHAT TO DO IN CASE OF...

MISSED FLIGHTS:
Ideally, students should travel as a group to the foreign destination and in the company of a faculty member, staff, or research assistant. When students travel without a USF responsible individual, arrangements should be made to meet students at the point of arrival. Faculty should discuss with student an appropriate procedure for cancelled/missed/delayed flights or anything effecting prior meeting and pick up arrangements.

MEDICAL EMERGENCY:
ATTENTION- In the event of a medical/psychological emergency contact International SOS immediately and provide membership #11BCAS665075 (24-Hour Access). Call the ISOS Assistance Center located in your region or direct dial 1-215-942-8478.
Identify seriousness of situation and contact physician or ambulance service
- Red Cross: ________________
- Ambulance: ________________
- Hospitals: ________________

Contact USF Center for Global Education:
- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103

Contact Public Safety Office; 1.415.422.4201
SEXUAL MISCONDUCT/SEXUAL ASSAULT:

If a student discloses that a sexual assault or sexual misconduct has recently occurred, stay with him/her in a safe place.

**Contact Public Safety emergency dispatch:** 1-415- 422-2911

**Contact Center for Global Education:**

- 24-hr. mobile 1.415.994.4330

- Shirley McGuire (office) 1.415.422.6103

Although you are contacting Public Safety, this does not require the student to make a report, it is merely the best way to get in touch with on-call staff. Dispatch will simply put the student in touch with a university staff member who is available 24/7 to support the student through the process. Keep in mind that you are not expected to, nor should you, act as a counselor, and should always refer the student to appropriate services as soon as possible. A follow-up process to ensure adequate support for the student will be made based on the student’s wishes. Please keep in mind that USF’s sexual assault policy requires all university employees to report sexual assaults. Faculty and staff must keep a written record of any incident or allegation of sexual misconduct and of the steps taken to respond.

CRIME [NOT LIMITED TO THEFT]:

Crime may occur anywhere. In the case of theft, participants must decide if they wish to file a police report for use in insurance claims for lost property.

**Contact Center for Global Education:**

- 24-hr. mobile 1.415.994.4330

- Shirley McGuire (office) 1.415.422.6103

**Contact Public Safety Office:** 1.415.422.4201
ARRESTS:
Immediately contact the U.S. Consulate. U.S. consuls usually visit US citizens who are arrested, U.S. consuls may also provide a list of local attorneys, and in some cases clarify legal procedures.

- U.S. Embassy/Consulate: __________________

Contact Center for Global Education:

- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103

Contact Public Safety Office 1.415.422.4201

Identify procedures needed to post bail and communicate such information to USF staff. Stay in locale (program site or jail) until instructed otherwise by USF staff in San Francisco USF staff in San Francisco will contact emergency contact persons as indicated in emergency binder

PSYCHOLOGICAL DIFFICULTIES: e.g., depression, suicide attempt, behavioral problems

Contact Local host institution staff

Contact Center for Global Education:

- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103
- OSCRR 1.415.422.5330

Contact Public Safety Office: 1.415.422.4201
If person is a threat to self or others, stay with person and monitor the situation until professional help arrives (psychotherapist or emergency personnel). USF staff in San Francisco will contact emergency contact persons as indicated in emergency binder.

Faculty/staff cannot provide any type of medications (prescription or over-the-counter) to students.

**SERIOUSLY DISRUPTIVE BEHAVIOR: (e.g., aggressive behavior, excessive drinking, verbal abuse)**

Contact Center for Global Education:

- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103
- OSCRR 1.415.422.5330

Contact Public Safety Office 1.415.422.4201

If person is a threat to self or others, stay with person and monitor the situation until professional help arrives (psychotherapist or emergency personnel). Establish short-term behavioral limits as part of a contract (drafted in collaboration with USF staff) where failure to adhere to contract can result in dismissal from Program. USF staff in San Francisco will contact emergency contact persons as indicated in emergency binder.
NATURAL DISASTERS: (e.g., floods, earthquake, storms, volcanic eruptions)

ATTENTION- In the event of a medical/psychological emergency contact International SOS immediately and provide membership #11BCAS665075 (24-Hour Access). Call the ISOS Assistance Center located in your region or direct dial 1-215-942-8478.

Contact Center for Global Education:

  o 24-hr. mobile 1.415.994.4330
  
  o Shirley McGuire (office) 1.415.422.6103

Contact Public Safety Office 1.415.422.4201

Contact USF staff as soon as possible. If telephone contact is not possible, try all other possible ways of communicating the status of program participants to USF staff including Fax, e-mail. If no telephone contact with USF staff is established, as soon as the roads are safe, locate nearest telephone service.

Contact the Center for Global Education if a natural disaster occurs in the program country (even if far away from the program site).

FIRE:

Immediately leave the premises

Make sure all rooms are vacated and all participants are accounted for

Contact Center for Global Education:

  o 24-hr. mobile 1.415.994.4330
  
  o Shirley McGuire (office) 1.415.422.6103

Contact Public Safety Office 1.415.422.4201
MISSING PERSON:

ATTENTION- In the event of a medical/psychological emergency contact International SOS immediately and provide membership #11BCAS665075 (24-Hour Access). Call the ISOS Assistance Center located in your region or direct dial 1-215-942-8478.

Obtain all possible information from roommates, friends, staff, etc.

Contact Center for Global Education:

- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103
- OSCRR 1.415.422.5330

Contact Public Safety Office 1.415.422.4201

Contact emergency rooms at local hospital if participant is missing for more than 24 hours (or earlier if appropriate)

Contact local police if participant is missing for more than 24 hours (or earlier if appropriate)

USF staff in San Francisco will contact emergency persons as indicated in emergency binder.

POLITICAL UNREST:

ATTENTION- In the event of a medical/psychological emergency contact International SOS immediately and provide membership #11BCAS665075 (24-Hour Access). Call the ISOS Assistance Center located in your region or direct dial 1-215-942-8478.

Inform participants of events and their relevance to personal safety.
Request that participants stay away from demonstrations, strike sites, roadblocks, and other such politically sensitive areas

**Contact Center for Global Education:**

- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103

**Contact Public Safety Office** 1.415.422.4201

Consult with local faculty and assess any potential danger to USF participants and implications for program

Establish a news gathering operation (through the web, international short wave stations such as Voice of America and BBC, and television stations such as local news stations, CNN and BBC World)

Create a reporting/updating process for participants (check-in every 3-6 or 12 hours, as appropriate)

USF staff in San Francisco will contact parents or guardians as indicated in emergency binder.

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**OUTBREAK OF INFECTIOUS DISEASE:**

**ATTENTION-** In the event of a medical/psychological emergency contact International SOS immediately and provide membership #11BCAS665075 (24-Hour Access). Call the ISOS Assistance Center located in your region or direct dial 1-215-942-8478.

Inform participants of the risk and relevant protective measures
Establish a news gathering operation (through the web, international short wave stations such as Voice of America and BBC, and television stations such as local news stations, CNN and BBC World)

USF staff in San Francisco will contact emergency persons as indicated in emergency binder.

**DEATH:**

*ATTENTION- In the event of a medical/psychological emergency contact International SOS immediately and provide membership #11BCAS665075 (24-Hour Access). Call the ISOS Assistance Center located in your region or direct dial 1-215-942-8478.*

Immediately contact the U.S.A. Consulate

**Contact Center for Global Education:**

- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103
- OSCRR 1.415.422.5330

**Contact Public Safety Office** 1.415.422.4201

Meet with participants to discuss the death
Find a member of the clergy and a psychologist to be available to participants to discuss death and provide support

USF staff in San Francisco will contact emergency persons as indicated in emergency binder.

Arrange a memorial service for decedent

**TERRORIST ACTIVITIES and WAR:**

*ATTENTION- In the event of a medical/psychological emergency contact International SOS immediately and provide membership #11BCAS665075 (24-Hour Access). Call the ISOS Assistance Center located in your region or direct dial 1-215-942-8478.*

Inform participants of events and their relevance to personal safety

Request that participants stay away from demonstrations, strike sites, roadblocks, and other such politically sensitive places or dangerous areas

**Contact Center for Global Education:**

- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103

**Contact Public Safety Office** 1.415.422.4201

Consult with local faculty and assess any potential danger to USF participants and implications for program. Monitor the State Department website (www.state.gov). Create a reporting/updating process for participants (check-in every 3-6 or 12 hours, as appropriate). Establish a news gathering operation (through the web, international short wave stations such as Voice of America and BBC, and television stations such as local news stations, CNN and BBC World)
Prepare the implementation of the confidential evacuation plan (if appropriate). USF staff in San Francisco will contact emergency persons as indicated in emergency binder.

If terrorist attacks were directed at U.S. citizens in country where Program is located:
In addition to steps detailed above, implement the following steps:

- Remove all external signs that refer to the Program
- Limit participants’ local travel (including commuting to and from program sites)
- Implement and enforce a buddy system for outings
- Prohibit outside group activities (immediately following attack and when appropriate)
- Prepare the implementation of the confidential evacuation plan (if appropriate)
- Encourage dressing and acting like “locals” when going outside
- Encourage avoiding “American” and “expat” restaurants and bars
- Contact U.S. Embassy/consulate immediately
- Discuss event with students on a regular basis (every 6-12 hours or so)

**VIOLATION OF UNIVERSITY POLICIES, PROCEDURES AND RULES:**

Follow USF policy and procedures

Obtain details of alleged event and document in writing information provided, evidence (if any) and witnesses

If physical injury is present, follow procedures for medical emergencies

If emotional disturbance, follow procedures for psychological problems
Offer the participant medical and/or psychological emergency care

**Contact Center for Global Education:**

- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103

**Contact Public Safety Office** 1.415.422.4201

**Contact OSCRR** 1.415.422.5330

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**TRAFFIC ACCIDENT:**

*ATTENTION* - In the event of a medical/psychological emergency contact International SOS immediately and provide membership #11BCAS665075 (24-Hour Access). Call the ISOS Assistance Center located in your region or direct dial 1-215-942-8478.

If a traffic accident involves a university-rented or leased vehicle:

**Contact Center for Global Education:**

- 24-hr. mobile 1.415.994.4330
- Shirley McGuire (office) 1.415.422.6103

Follow local insurance procedures and obtain all necessary information

If a traffic accident involves a participant-owned or participant-rented vehicle, have participant contact the local police and the local insurance company that provided the insurance coverage. USF staff in San Francisco will contact emergency persons as indicated in emergency binder.
FILING A REPORT.

Report any incident, including but not limited to incidents described in this ERP, to Shirley McGuire in writing via e-mail (mcguire@usfca.edu) or facsimile (1.415.422.6212). Suggested aspects/issues to cover in the incident report are:

- What happened?
- Where did it happen?
- When did it happen?
- Who was involved?
- Who are the witnesses?
- Who has been contacted?
- What action was suggested by local authorities/specialists?
- Where are the other participants?
- How are the other participants reacting?
- What action plan was developed/implemented?
- Who needs to be contacted by San Francisco staff?
- Suggestions for future actions in similar events