ARRUPE IMMERSION
“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.
GUIDE TO ETHICAL SOCIAL MEDIA
Sharing your Experience:

We understand that you might want to share your experience with others, specially through Social Media, We invite you to use the following hashtag:

#ArrupeImmersion2019  #ArrupeImmersion  #MenAndWomenForOthers

We only ask that you be incredibly careful, and ascribe to the following principles, using them to deepen your overall reflections during your immersion.

Note: this information was created by Radi-Aid, as a way for volunteers and travelers to ethically and consciously share images on Social Media, Please visit Radi-aid website for more useful information and guidelines at https://www.radiaid.com/social-media-guide

• **PRINCIPLE 1: PROMOTE DIGNITY:** Promoting dignity is often ignored once you set foot in another country, particularly developing countries. This often comes from sweeping generalizations of entire people groups, cultures, and countries. Avoid using words that demoralize or further propagate stereotypes. You have the responsibility and power to make sure that what you write and post does not deprive the dignity of the people you interact with. Always keep in mind that people are not tourist attractions.

• **PRINCIPLE 2: GAIN INFORMED CONSENT:** Informed consent is a key element in responsible portrayal of others on social media. Respect other people's privacy and ask for permission if you want to take photos and share them on social media or elsewhere. Avoid taking pictures of people in vulnerable or degrading positions, including hospitals and other
health care facilities. Specific care is needed when taking and sharing photographs of and with children, involving the consent of their parents, caretakers or guardians, while also listening to and respecting the child’s voice and right to be heard.

- **PRINCIPLE 3: QUESTION YOUR INTENTIONS:** Why do you travel and volunteer? Is it for yourself or do you really want to make a difference? Your intentions might affect how you present your experiences and surroundings on social media, for instance by representing the context you are in as more “exotic” and foreign than it might be. Ask yourself why you are sharing what you are sharing. Are you the most relevant person in this setting? Good intentions, such as raising awareness of the issues you are seeing, or raising funds for the organization you are volunteering with, is no excuse to disregard people’s privacy or dignity.

- **PRINCIPLE 4: USE YOUR CHANCE - BRING DOWN STEREOTYPES:** When you travel you have two choices: 1. Tell your friends and family a stereotypical story, confirming their assumptions instead of challenging them. 2. Give them nuanced information, talk about complexities, or tell something different than the one-sided story about poverty and pity. Use your chance to tell your friends and stalkers on social media the stories that are yet to be told. Portray people in ways that can enhance the feeling of solidarity and connection. A good way forward is to ask the local experts what kind of stories from their life, hometown, or country they would like to share with the world.
REFLECTIONS AND MEDITATIONS.
You were given a rare opportunity to empathize, learn and be in solidarity with people living on the margins of social, economic, political and environmental status.

Reflections helps us better understand our experience and integrate it into our every day life when we return. We hope that you find this helpful, and that it allows you to think about your immersion in a critical way, and leads you to discover more depth in your experience.

As you immerse yourself in a new culture and witness the realities and struggles of others, we invite you to reflect on your experiences, feelings and positionally. Arrupe Immersions are based on the Jesuits ideal of the Circle of Praxis which calls us to observe, reflect, analyze and act.

The following pages are intended to guide you through a week of reflections, help you make sense of what you are witnessing, and hopefully, guide you to action. We encourage you to write down your thoughts, questions and ideas. You can chose to share them during your daily group reflections, or keep them to yourself.
i. **Context:** Where you are coming from, what are your experiences of the world and the beliefs you hold. *Questions to think about: Who am I? What privileges do I have?*

ii. **Immersion:** When contact is made, a privileged question to be asked is: What is happening to the marginalized in this situation? This option for the marginalized places a priority on the experiences, views, needs, feelings, and stance of most vulnerable in a community. *Question to think about: What is happening here?*

iii. **Analysis or Social Analysis:** The question of why such conditions exist will be guided by those whose rights are being violated and whose responsibilities are called upon to change the situation. The language of rights and responsibilities-rooted in the human dignity of each person in community-pushes analytical approaches beyond economic and political causes to social and cultural causes. *Question to think about: Why is it happening?*

iv. **Reflection:** When we come to ask what it means to our beliefs to evaluate this situation and what is really most at stake in this situation, we can be guided by the social justice, human dignity and solidarity. Dignity is not earned; it is a gift. *Question to think about: What does it mean?*

v. **Action:** Move over savior complex, this is not about you, it is about remaining connected and establishing solidarity. Think of the way your perspective has shifted, and look for ways to act directly in your circe to alleviate injustice. *Question to think about: How should we respond? now what?*
A different world cannot be built by indifferent people.
- Horace Mann, philosopher.

This first day is about orientation. Rely on your senses to get a footing in this new context, pay attention to what you see, smell, hear and feel. Today is about soaking in what being immerse means, and preparing yourself to engage in a week of activities. Some things to discuss with your group or think about privately:

- What are your intentions for this immersion?
- Before you start, dot down your expectations. What do you think you will see? What do you think you will feel? How do you think the people you will meet are going to be? And most importantly, ask yourself why you think this.
- Identify your privileges and struggles, do they relate to what you are about to experience?
- How are you going to be present for the people you are about to meet?
- How can you focus on "being with" instead of "doing for", and what does that entail?
- What does presence have to do with solidarity?

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.

Cultural Shock is a common experience when traveling. Things such as food and language might be different, but also some social interactions, common beliefs and even the crude reality. What might be incredibly offensive to you might be common place somewhere else and vice-versa. Arrupe Immersions are an opportunity to open your mind and your heart, resist the temptation of closing yourself down in the presence of emotional discomfort, or of dismissing people that don’t share your same ideals, and be conscious that we are all “learning in public” which means we all once shared oppressive or discriminatory ideals, and even enacted them in public, but we can all learn. Give others the same chance that was given to you.

Think of ways you can engage in Brave Spaces and come together with others to have hard conversations and hear each other out - even and especially when that is challenging. This includes the practice of Sitting with Discomfort.

Discuss this with your group and come up with some communication guidelines.
Sitting with Discomfort:

Practice the following steps during the rest of the week, it will help you make sense of your emotions and overall have a deeper understanding and connection with the people, the place and the issues. We advise you to write this down in anyway that is helpful for you.

• Consciously stop yourself a few times a day to do an internal check.

• What am I feeling now?

• Can I allow this feeling, whether physical, emotional or spiritual, without trying to repress it or distract myself from it?

• Stay with whatever comes up, especially if you don’t like it.

• Try to label what you are experiencing. For example: tightness in the throat, muscle spasms in the low back, tension in the jaw, etc.

• Name your emotions as if you were simply observing them— anxiety, sadness, anger, resentment, grief, etc.

• Breathe into any area of discomfort, and keep drawing your breath there until you feel it relax.
The first question which the priest and the Levite asked was: “If I stop to help this man, what will happen to me?” But the good Samaritan reversed the question: “If I don’t stop to help this man, what will happen to him?”

-Martin Luther King Jr.

By now you have probably met a couple of interesting people, and have heard emotional stories and testimonies that have touched your heart. Take the time to Reflect on the people you are meeting, and make sure to come back to this pages and keep adding people as you continue to meet them.

• What is the message you have heard from the people you have met?

• What do you find in common with the people you’ve met? Do you feel a connection?

• Have you been able to “be present”. Identify a challenge that has kept you from connecting with people around you?

• Think of each person you’ve met, take a moment to express gratitude for each encounter, even the most challenging. Keep in mind also the encounters with the members of your immersion.
“The goal of meditation is not to get rid of thoughts or emotions. The goal is to become more aware of your thoughts and emotions and learn how to move through them without getting stuck.”

- Dr. P. Goldin

By now your body might have started to show signs of emotional discomfort. It is normal to feel heavier and sleepier than usual when you encounter second hand trauma.

Today it is a good day to acknowledge those feelings, both in your body and in your heart. It is helpful to go back to the Sitting with discomfort guideline in of Day 2.

Think by yourself or share with your group the following:

1. Describe what you have seen, try to focus only in the what, and not in what you felt at the moment. Use your senses, what did you see, touch, smell, taste?
2. Enlist what your body is feeling (sore feet, headache, thirst, cold)
3. Now focus on your mind. Have any questions come up? have you experienced cultural shock? has something disoriented you?
4. Deep into what you are feeling and verbalize it: sadness, despair, hopefulness, gratefulness, guilt?
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

You are now midway through your immersion, and have been invited to bare witness to the experiences and challenges of the place you are in. Now it is time to look deeper and ask why. Reflect on the voices you have heard, and those that are missing. Look at what is obvious and apparent, but also at what lies hidden. Can you identify the root causes? The Social Analysis Graph in the following page might help you answer those questions.

Things to think about:

• Name or describe the injustices you have witnessed.

• How does the work reality differ from your world view?

• Many times we say and believe something, but we struggle to enact it. How has this immersion make you aware of your believes and how you fall short to live them? What could you do to live them better. focus on the following: Poverty, Equality, Dignity of human life, Care for the Environment.

Welcoming the stranger/immigrant
Social Analysis
(A tool for examining social realities in our community)

Social Factors
Who are the people most affected? Who is left out? Who is included? What is the basis in society for this inclusion or exclusion? Why?

Economic Factors
What are the economic factors at play in this situation? Who controls the situation? What is the resource(s) involved? Who benefits most from the present situation? Who pays the cost? Why?

Cultural Factors
What cultural traditions are normative? What cultural values are dominant in this situation? What tensions or alliances might exist? Why are certain cultural norms more dominant?

Why does this situation exist and continue to persist in our community?

Any society, organization, institution, or group has a structure that enables a given situation and perpetuates the status quo. This structure is deeply influenced by various factors and the interaction of these factors within a community. Examining these various factors can help to more fully understand the reality of our community and promote meaningful change for social justice.

Political Factors
How are decisions made? Who decides and has power? For whom are they deciding? How can the process be influenced? Who is left out of the process? Why are certain people left out?

Historical Factors
What past events (locally, nationally, or internationally) influence the situation today? What is the history of this issue? How has people’s public opinions on the issue changed or remained the same over time?

Environmental Factors
How is the environment considered in the decision making process? What are the impacts on the environment? Is environmental sustainability fostered or hindered? Who is speaking for/against protection of the environment? Why?

Religious Factors
What role or lack of role does religion or religious institutions play? What religious beliefs or practices support this situation to continue? What religious beliefs or practices challenge this situation?

Other Factors
Are there other factors that should also be considered in looking at this issue? How might other factors, such as gender, race, class, ethnicity, and age, influence the status quo?

Adapted from the Structural Analysis
@ 1984 Sisters of Mercy of the Union
Updated by Catholic Charities Office for Social Justice—2014
It is not enough to refrain from injustice. One must go further and refuse to play its game, substituting self-interest for love as the driving force of society

-Pedro Arrupe S.J

Your Immersion is almost over, and it is time to think of ways in which you are grateful for this opportunity, for the people you have met, for the things you have experience, and make a commitment in moving forward with intention and respect.

As a group think of ways you might show your appreciation and gratitude to your host, and think of everyone that showed you hospitality over the past week.
Moving Forward reflect on the following commitments, and in which way will you adhere to them:

- **First**, a basic attitude of respect for all people which forbids us ever to use them as instruments for our own profit.

- **Second**, a firm resolve never to profit from, or allow ourselves to be suborned by, positions of power deriving from privilege, for to do so, even passively, is equivalent to active oppression. To be drugged by the comforts of privilege is to become contributors to injustice as silent beneficiaries of the fruits of injustice.

- **Third**, an attitude not simply of refusal but of counterattack against injustice; a decision to work with others toward the dismantling of unjust social structures so that the weak, the oppressed, the marginalized of this world may be set free.
I hope you come to find that which gives life a deep meaning for you. Something worth living for, maybe even dying for. Something that energizes you, enthuses you, enables you to keep ahead. I can’t tell you what it might be - that’s for you to find, to choose, to love. I can just encourage you to start and support you in the search.

- Ita Ford, M.M

Your Immersion might be ending, but your journey is only starting. Start by reflecting on the following:

- In which way has this immersion challenged your world view? What new “lenses” do you have on?

- What will stay with you?
• Have you rediscovered a passion, a strength, a gift?
• How will you share this experience with others? What stories will you tell?
• How will you do justice for those who shared their experiences with you? How will you avoid exploiting their story for your gain?
• What has been left unanswered?
• In which ways can you empathize with the struggles you witness from home?
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.
SAFETY PROCEDURES

CONTACT LIST

Carry at all times a copy of the Contact List.

DOCUMENTS

Carry only a copy of your passport during field trips that do not involve crossing the border.

THEFT PREVENTION

- Keep room doors locked when you are not in the room and when sleeping. For shared rooms, designate one of your roommates to be responsible for keeping the key (if key is provided).

- Carry a crossbody bag or a small backpack to safely keep your personal items (cellphone, cameras, wallet, copy of passport, etc) during field trips. Do not carry your cellphone or wallet in your back pockets.

- We recommend that you do not bring expensive or too attractive-looking items (such as handbags, jewelry, etc)

FOOD CONSUMPTION

- Street food consumption is not recommended.

- Only consume bottled water. Never drink from the faucet.

- We recommend to bring a water bottle and fill it with the bottled water provided at the
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

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.

  o U.S. Embassy/Consulate:
    
    U.S. Citizens with emergencies, please call 01 55 5080 2000.
    
    Outside of Office Hours, contact: 01 55 5080 2000

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

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:

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

- 24-hr. mobile 1.415.994.4330
- 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:

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

**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
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

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

**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
CREDITS.

Text cited and used:

For the creation of this booklet, USF’s University Ministry relied on other texts from the Jesuit Solidarity Network cited below:

- Pastoral Circle available on: https://ignatiansolidarity.net/immersion/wp-content/uploads/sites/7/2012/08/pastoral_circle.pdf


- The Spiritual Exercises & Ignatian Pedagogy by Susan Haaram, available on: https://docs.google.com/presentation/d/1RC5PWD5rv92gy2gXyiWEVLQE4OXQIEPFmFPhcVLb9NI/edit#slide=id.p3

- MEN FOR OTHERS by Pedro Arrupe, S.J. Education for social justice and social action today available on: http://onlineministries.creighton.edu/CollaborativeMinistry/men-for-others.html

Other Sources used for the creation of this booklet:


Images:

All images in this booklet are CC0 or owned by the University of San Francisco.

Authors:

This ebook was authored and edited by Maria Autrey at USF’s University Ministry.