

ASSOCIATED COLLEGES IN CHINA'S EMERGENCY PLAN

- I. Declaration of Emergency:
 - A. The Field Director (FD) communicates with the Embassy and decides to recommend a declaration of emergency or receives a directive from the Embassy which suggests the need for this.
 - B. The FD communicates with the home office and other programs in China (IUP, CET, CIEE, Hopkins-Nanjing, UCEAP, etc.) to discuss the emergency situation and possible responses.
 - C. The FD will access the internet and check the following websites for updated information: Beijing United Family Hospital, CDC, and WHO.
 - D. The FD and General Director discuss options and devise a plan of action.
 - E. The Program Coordinator informs the Dean and President.
 - F. The Dean or President makes the declaration. This can be a declaration of emergency with or without evacuation.
- II. Actions to be taken in Beijing after declaration of emergency:
 - A. The FD informs the Embassy and Foreign Affairs Office.
 - B. An emergency meeting will be held with the students to discuss the procedures and give up to date information about the emergency situation. These directives will be given orally (in English) and in writing. If ACC has legal responsibility, the students will sign a "received and read directive" slip.
 - C. The FD will familiarize themselves with the local medical facilities' procedures and have contact with the United Family Hospital.
 - D. Students will be expected to remain close to the program in Beijing.
 - E. The program will remain in close contact with the home office.
 - F. (Without evacuation)- Students are given the option of withdrawal after communicating with their parents.

If evacuation:

The FD (having previously discussed procedures with the airlines) attempts to arrange initial bookings, communicates with the students, and advises Program Coordinator/Director as to flight decisions.
- III. Actions to be taken in Clinton:
 - A. Primary coordinators will monitor the situation and help finalize the procedures to be taken in Beijing.
 - B. Contact is made with the US Department of State: Office of Citizens Overseas (202-647-5225).
 - C. All parents are contacted by phone.
 - D. An official communication document is drawn up.
 - E. Program Coordinator will handle calls and will read to interested parties the official communication document.
- IV. Other questions:
 - (1) A number of actions have been or will soon take place, including:
 - (a) a letter to all parents
 - (b) discussions between the FD and the airlines.

(2) The Release Agreement is considered adequate to cover the question of liability.

(3) As is stated in the Health and Safety Policy, in case of early termination, the program will work out credit and refund issues and these guidelines will be sent (in writing) to the students, parents, and home institutions.