

**Off Campus Study
Planning Document re: Appendix A
EC215, January 2009**

Lost group member

- This is most likely to occur when climbing Mt. Emei or during free time in Shanghai.
- All students will have my Chinese cell phone number and the Chinese guide's cell phone number. Students will also have access to a spare cell phone that I keep for emergencies. Finally, students will always be encouraged to stay in pairs.
- We will have a rendezvous point at each of our site visits. The bus will not depart without missing students. If a student appears to be missing, the bus will continue to wait for the student while I seek assistance from the Public Security Bureau (PSB).
- We will not leave for our next destination without a group member.
- Students will have a list of all of the hotels in which we will stay. The hotels will serve as secondary rendezvous points.

Loss of Items

- Passports will be the most difficult items to replace. Other items may be replaced through China Adventure Travel and through colleagues in China.
- The loss of passports will be most difficult if it occurs late in the course. Typically, it takes several days to be issued a new passport and a new visa for departure.
- Loss plans:
 - Money: Use ATM to withdraw sufficient emergency cash
 - Wallets: Money and identification is the primary concern; see other entries
 - Credit Cards: Call cardmember services to cancel credit cards
 - Traveler's cheques: Contact nearest American Express office
 - Passport: Obtain statement of loss from local police station; travel to nearest consulate to replace passport; visit local PSB to obtain replacement visa for exit
 - Letters of Introduction: Fax new letters from China Adventure Travel
 - Trip Information and Itinerary: Fax new information from China Adventure Travel or visit course website
 - Personal Property: File a report with the PSB for insurance claims

Logistical Confusion

- Problems with transportation would be most difficult because January can be a busy travel time in China.
- We rely on China Adventure Travel, our selected logistics company. They were excellent at handling transportation issues in January 2006 and January 2008.

Incapacitation of Tour Guide or Leader

- I lead the group. Mr. Yang Bin (China Adventure Travel) will act in my stead if necessary.

- Parents and students will be given my Chinese cell phone number and contact information for China Adventure Travel. China Adventure Travel's Beijing office will keep contact information for OCS in the event of a problem.

Vehicle Accident

- We have no special procedure for handling vehicular accidents. A professional driver will be responsible for all private transportation.
- Vehicular accidents are most likely to occur in the mountainous areas of western Sichuan. To minimize the probability of an accident here and throughout the trip, China Adventure Travel has arranged for professional drivers.
- The PSB will be called in the event of an emergency. Injured people will be transported to the nearest hospital for evaluation.
- I will carry a first aid kit that has been put together in consultation with the Garrison-Foster Health Center staff.
- In the event of a vehicle breakdown, China Adventure Travel will arrange an alternate means of transportation.

Personal Injury Accident or Health Crisis

- Common illnesses in China are similar to those in the United States, so students will have a sense of what to watch for.
- Group members will only be hospitalized for any duration in major cities. If an accident occurs elsewhere, students will be transported to a major center as quickly as possible. The itinerary of the course is flexible enough to be successful even if we remain in one of these cities for an extended period.
- Should an emergency arise, OCS and the student's emergency contact will be notified.
- The entire group will stay with a hospitalized group member. The course may still be successful under such circumstances.
- Students who suffer mental disturbances will be transported (along with the rest of the group) to a major center for treatment.
- A recommendation from a doctor will prompt me to send a group member home.

Assault and/or Battery

- Assault and battery against foreigners are extremely unlikely in China and Hong Kong. I will nevertheless urge students to take normal precautions, e.g., traveling in pairs.
- Any incident of assault or battery will be reported to the PSB, to the nearest embassy or consulate, and to OCS.
- Sexual crimes are rare in China, perhaps due to the high rates of conviction and the severity of the penalties. Students who are sexually assaulted or harassed by anyone should report the situation to me. If the student is uncomfortable discussing the situation with me, he or she will be referred to the Dean of Students. The student will also be encouraged to report the situation to the local police and the nearest consulate.

- I will discuss the situation frankly with the victimized group member. If the student is uncomfortable discussing the situation with me, he or she will be referred to the Dean of Students.

Kidnapping/Ransom Situation

- Kidnapping and ransom are extremely unlikely in China.
- In the unlikely event of abduction, students will be asked to cooperate with their captors to minimize the likelihood of physical harm.
- Group members will be told that abduction, kidnapping, and ransom will be handled by the nearest consulate.
- In the event of abduction, the local police, the nearest consulate, and OCS will be notified immediately. Other students will be moved to a safe location to minimize the probability of a second occurrence.

Arrest or Detention

- Group members will be asked to cooperate with local authorities.
- The US consulate maintains listings of reliable legal counsel.

Public disruption, Earthquakes, Riots, Terrorist Attacks, Public Crises

- Public demonstrations are increasingly common in China. Typically, police cordon off affected areas to isolate the disturbance. Foreigners are not allowed to visit protests because of the negative publicity.
- Students will meet at the rendezvous point should any such event arise.
- Our bus will be our alternative meeting place.
- If we have to withdraw from any of the cities that we have scheduled for site visits, we will move on to the next city that is not affected by the crisis. Should we have to withdraw from China altogether, we will fly home through Beijing, Shanghai, or Hong Kong. Should this prove unfeasible for some reason, we will secure boat passage to Taiwan, Korea, or Japan and fly home from there.
- I will have multiple credit cards with me. If time permits, I would also contact OCS for more funding.

Public Relations Crisis

- A PR crisis is more likely to happen prior to departure than in China.
- Students will be asked not to talk with the news media without my consent.
- In the event of a negative story, I would refer the press to the Colby Public Relations.