

**University of Wisconsin Oshkosh**  
**Study Abroad Emergency Planning & Management**  
**for Mental Health Issues**

*DRAFT* as of October 12, 2007

Comment [UO1]: When should American Citizen Services be contacted?

**General Security Precautions**

- The OIE will ask students to disclose information pertaining to mental health issues in advance of study abroad.
- The OIE will cover information related to bringing prescriptions abroad during orientation.
- Faculty leaders will give students the CISI card, which includes the contact information for Team Assist.
- The OIE will give students an emergency contact card to carry in their wallets/purses that includes on-site and U.S. phone/fax/e-mail.
- The OIE will encourage students to develop a reasonable family communications plan that includes contingencies for emergency situations.

**Safety Precautions for Individual Students**

- The OIE will work with the Dean of Students office to access education records and records pertaining to conduct on campus, in residence halls and off campus for the purpose of determining eligibility to participate on a UW Oshkosh-sponsored study abroad program. Students may not be eligible to participate based on their records or may be required to sign a behavioral contract. Students will sign a waiver allowing the sharing of this information.
- *All students sign the following statements. All UW Oshkosh staff are held to the same standards:*
  - 19) affirm that there are no mental health-related reasons or problems that preclude my participation on this Program.
  - 20) (This paragraph applies only if you have consulted with a health professional about a mental health issue in the past.) have consulted with a psychiatrist, medical provider and/or mental health professional with regard to my mental health needs. I affirm that I am stable on my current medications and that my doctor is willing to prescribe enough medication to last for the duration of my planned program abroad. I agree to take all prescribed medications exactly as prescribed by my doctor and that I will carry both the original prescription with me and a note from my doctor explaining the situations in which I can self-regulate dosages. I have arranged, through insurance or otherwise, to meet any and all needs for payment of mental health care, if needed, while I participate in the Program. I recognize that neither the University nor my hosts abroad are obligated to attend to any of my mental health needs, and I assume all risk and responsibility therefor. If I require treatment or hospital care, in a foreign country or in the United States, during the Program, the University is not responsible for the cost or quality of such treatment or care. I understand that the insurance available to me through the UW System policy may not cover expenses for mental health care. I understand that I will be withdrawn from the program abroad and required to return home, at my own expense, if I do not take my medication as prescribed or if my mental health negatively affects my own stability, other students, my hosts, or, if on a faculty-led program, the ability of the group leader/s to teach courses and attend to the group. I understand and agree that the UW Oshkosh "Student at Risk Response Team" will become involved if I exhibit symptoms of mental health problems.

**Index to Emergency Levels**

Arrest or impending arrest (level 3)  
Culture shock, minor (level 1)  
Death (level 3)  
Depression, severe (level 3)  
Discrimination, non-violent (level 2)  
Disruptive behavior (level 2)  
Distress, minor such as anxiety or temporary (as opposed to chronic) depression (level 1)  
Eating disorder (level 2)  
Harassment, non-violent (level 2)  
Homesickness, minor (level 1)  
Homicide, attempts or threats (level 3)  
Inability to care for self (level 3)  
Incapacitation, mental health-related (level 3)  
Intolerance, non-violent (level 2)  
Instability, individual showing signs of (level 2)  
Mental health needs, individual requiring the faculty/staff/students to attend to (level 2)  
Prescription dosages, self-regulating (level 2)  
Psychosis (level 3)  
Self-mutilation (level 2)  
Severe depression (level 3)  
Sexual assault (level 3)  
Stalking, non-violent (level 2)  
Stress, minor (level 1)  
Suicide  
    ideation or gesture not deemed imminent (level 2)  
    attempts or threats (level 3)  
    completed (level 3)  
Self-regulating of prescription dosages (level 2)  
Violence, acts of (level 3)

## Levels of Emergency

### ➤ **Level 1**

An occurrence or the potential for an occurrence that could be considered routine (examples include signs of worries, sadness, difficulty adjusting, minor stress, homesickness, or culture shock).

- **Responsibility:** Handled directly by the affected individual. The faculty leader may also assist, if necessary and appropriate.
- **Reporting:**
  - **OIE:** not required.
  - **Students at Risk Response Team:** not required
  - **Travel Assist:** not required
- **Action:** Determined by the affected individual.
  - **Faculty Leader:** The faculty leader should advise the affected individual, including providing information on the option to call the UW Oshkosh Counseling Center at (920) 424-2061. The faculty leader may also call the Counseling Center for information on supporting students if there is potential for movement from minor stress, homesickness or culture shock to severe stress.
  - **Affected Individual:** The affected individual may consider calling the UW Oshkosh Counseling Center at (920) 424-2061.
  - **Counseling Center:** May, after getting student release, consult with OIE Director and/or faculty leader.

### ➤ **Level 2**

An occurrence or the potential for an occurrence that requires a response beyond a routine capacity (examples include non-violent acts of intolerance, discrimination, harassment; lack of self-care (self-mutilation, eating disorder); individual showing signs of instability or other behaviors which may lead to an increase in health or safety risk for the individual or any member of the group or community; suicide ideation without current intent; disruptive behavior; individual indicating that s/he is not taking medications regularly as prescribed; individual requiring the faculty leader, other students on the program or other UW staff to attend to mental health needs; etc.).

If Accused has threatened violence, work under the guidelines of “Level 3” below.

- **Responsibility:** Handled by the faculty leader, the OIE Director, the Counseling Center Director, (and Team Assist when appropriate).
- **Reporting:**
  - **The faculty leader reports** the occurrence or the potential for an occurrence **to the OIE Director** immediately. If immediate notification is not possible, the faculty leader notifies the OIE as soon as can be arranged and documents the reason for delayed reporting.
  - **The OIE Director reports** the occurrence or the potential for an occurrence of mental health concerns **to the Counseling Center Director**, which may in turn report to SARRT, Victim Advocate or other services.

- **The OIE Director reports** the occurrence or the potential for an occurrence of discipline issues **to the Assistant Dean of Students responsible for the Student Discipline Code.**
  - **The OIE Director reports** the occurrence or the potential for an occurrence of issues related to faculty **to the Office of Equity and Affirmative Action and the faculty member's supervisor.**
  - **The OIE Director MAY contact an Accused's emergency contact** if the Accused is engaged in non-violent acts of intolerance, discrimination, stalking or harassment.
  - **The OIE Director will contact a Victim or alleged Victim's emergency contact ONLY** with the written prior approval of the reporting Victim.
- **Action:**
1. Immediately begin logging information related to the situation, including information received from the individual, others in or outside of the group (include their names when logging) and personal observations.
  2. When appropriate, approach the individual in a setting which is not public to address the behavioral concern and hear the individual's explanation.
  3. Consult with the OIE Director to formulate a response to the student (if possible).
  4. If appropriate, give the individual a behavior contract. The behavior contract should include a prepared written statement, ready for the individual's signature, detailing the behaviors which must change and the consequences of not changing those behaviors. The OIE Director will provide a sample statement for you in advance. The OIE Director or the Assistant Dean of Students responsible for the Student Discipline Code can also create tailored statements for you while you are abroad, to be sent via email or fax.
  5. Send a copy of the signed behavior contract to the OIE Director, unless technological limitations make this impossible.

After the statement has been signed by the student, the faculty leader should:

6. continue to log information related to the student's behavior.

If the behavior continues, the faculty member may elect to:

7. Send the student home at his/her own expense  
AND/OR
  8. Report the student's behavior problems to the Assistant Dean of Students responsible for the Student Discipline Code. The Assistant Dean of Students will then follow the procedures for on-campus violations in its follow-up.
- Faculty leaders will advise Accused staff who may be engaged in non-violent acts of intolerance, discrimination, stalking or harassment to leave the program site, having no further student contact, immediately. If allegations are dropped and those who forwarded the allegation attest to this in writing, the staff member may return to the program site. If the allegations are not dropped, the staff member must remain away from the program site and may not have further contact with the students.

**Comment [UO2]:** This is temporary. I will work with Affirmative Action on this.

- Reporting Victims may decide whether to continue participation on the program or return to the U.S. Those who choose to return to the U.S. should do so with the help of Team Assist but are not required to use their services.
- **Other Action:** Action may be taken by the student (unless inappropriate). Action **must also be** taken by the faculty leader, the OIE Director and the Counseling Center Director or Dean of Students according to UW Oshkosh procedures/policies.
  - **Victims and alleged victims:** Reporting Victims should call the UW Oshkosh Counseling Center at (920) 424-2061 and/or Victim Advocate at (920) 424-3127. Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Oshkosh emergency reserve fund.
  - **Accused:** Accused individuals should call the UW Oshkosh Counseling Center at (920) 424-2061 and/or Victim Advocate at (920) 424-3127. Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Oshkosh emergency reserve fund.
  - **Faculty Leader:** The faculty leader will request support from Travel Assist in: identifying local resources for Reporting Victims; removing someone/the group (Accused and/or Reporting Victim/s) from the program site or to the U.S., etc.
  - **OIE Director:** The OIE Director will work with OIE staff, the faculty leader, Team Assist and, when appropriate, US government and other resources abroad to support students who return home before the official program end date.
  - **Counseling Center Director and Dean of Students:** The Counseling Center Director and/or Dean of Students will identify a staff member or another service office either on or off campus to work directly with the individual abroad unless technologically impossible. This designated staff member will coordinate reporting to other UW Oshkosh offices as required/recommended by UW Oshkosh policy. This designated staff member will also work as a member of a team consisting of the OIE Director, the faculty leader and Team Assist.

➤ **Level 3**

An extraordinary event or the potential for an extraordinary event that requires a response beyond a routine capacity (examples include indications that someone may be suffering from severe depression; severe agitation; paranoia; delusions; suicide/homicide attempts or threats; psychosis; incapacitation or inability to care for self; arrest or impending arrest; death, including completed suicide; violence and sexual assault; other acts of violence; etc.).

- **Responsibility:** Handled by the faculty leader, the OIE Director, the Counseling Center Director and/or Dean of Students, and Team Assist.
- **Reporting:**
  - **The faculty leader:** The faculty leader reports the occurrence or the potential for an occurrence to the OIE Director immediately. If immediate notification is not possible, the faculty leader notifies the OIE as soon as can be arranged and documents the reason for delayed reporting.
  - **OIE Director:** The OIE Director reports the occurrence or the potential for an occurrence to the Counseling Center Director and the Dean of Students.

- **Counseling Center Director or Dean of Students:** The Counseling Center Director or Dean of Students will report incidents as required/recommended by UW Oshkosh policy to the Assistant Dean of Students responsible for the Student Discipline Code, the Counseling Center and other appropriate offices.
  - **Travel Assist:** The faculty leader reports the occurrence to Travel Assist immediately in such cases as the following: when there are indications that someone may be suffering from severe depression or having suicidal thoughts; when there are indications that acts of violence, stalking or harassment may require the removal of someone from the program site (Accused and/or Reporting Victim); or a similar occurrence.
  - **Emergency Contact:** The OIE Director will contact the individual's emergency contact IMMEDIATELY in cases of individuals suffering from severe depression or having suicidal thoughts. The OIE Director will contact an Accused individual's emergency contact IMMEDIATELY if the Accused individual may have been involved in sexual violence, other acts of violence or any other action which may be an arrestable offence in the host country does not agree to leave the country IMMEDIATELY. The OIE Director will contact the emergency contact of a reporting Victim ONLY with the written prior approval of the reporting Victim.
- **Action:**
- Individuals who are not hospitalized but are suffering from severe depression or having suicidal thoughts **MUST** return to the U.S. **WITH** assistance from Team Assist.
  - Individuals accused of sexual violence, other acts of violence or any other action which may be an arrestable offence in the host country **MUST** return to the U.S. **IMMEDIATELY**. It is in the best interest of Accused individuals to return immediately rather than risk facing arrest. Accused individuals may not be given the opportunity to prove their innocence at all, much less in a timely manner, in some countries.
  - Victims and alleged victims may decide whether to continue participation on the program or return to the U.S. Those who choose to return to the U.S. should do so with the help of Team Assist but are not required to use their services.
- **Other Action:** Action may be taken by the student. Action **must also** be taken by the faculty leader, the OIE Director and the Counseling Center Director and/or Dean of Students according to UW Oshkosh procedures/policies.
- **Suicidal Individual/Individual in Crisis:** should call the Crisis Hotline at (920) 233-7707 and/or the UW Oshkosh Counseling Center at (920) 424-2061. Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Oshkosh emergency reserve fund.
  - **Reporting Victims:** Reporting Victims should call the UW Oshkosh Counseling Center at (920) 424-2061 and/or Victim Advocate at (920) 424-3127. Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Oshkosh emergency reserve fund.
  - **Accused:** Accused individuals should call the Crisis Hotline at (920) 233-7707 and/or the UW Oshkosh Counseling Center at (920) 424-2061. Reimbursement for phone calls will be possible through the CISI insurance policy or through the UW Oshkosh

- **Faculty Leader:** The Faculty Leader must assess the individual's need for hospitalization. The faculty leader will request support from Travel Assist in: identifying local resources for dealing with depression or suicidal thoughts; identifying local resources for reporting victims; removing someone/the group (Accused individuals and/or reporting Victims) from the program site or to the U.S., etc.
- **OIE Director:** The OIE Director will work with OIE staff, the faculty leader, Team Assist and, when appropriate, US government and other resources abroad to support students who return home before the official program end date. The OIE Director will begin the "Action Timeline for Level Three Events" (from Emergency Abroad Response Plan) when appropriate.
- **Counseling Center and Dean of Students:** The Counseling Center Director and/or Dean of Students will identify a staff member or another service office either on or off campus to work directly with the individual abroad unless technologically impossible. This designated staff member will coordinate reporting to other UW Oshkosh offices as required/recommended by UW Oshkosh policy. This designated staff member will also work as a member of a team consisting of the OIE Director, the faculty leader and Team Assist.

#### University of Wisconsin Oshkosh Support Offices

- **The Counseling Center** 424-2061  
Provides crisis support and individual counseling to students while they make decisions about how to proceed after experiencing sexual assault, domestic/dating violence, stalking, sexual harassment or other incidents of violence.  
[http://www.uwosh.edu/couns\\_center/](http://www.uwosh.edu/couns_center/)
  - **CVPP Campus Violence Prevention Project** 424-2061  
Victim Advocates are available to provide support and information about the legal and disciplinary options for dating or domestic violence, stalking, sexual assault, or sexual harassment.  
<http://www.uwosh.edu/cvpp/>
  - **Victim Advocate** 424-3127  
Provides "support and information about the legal and disciplinary options for dating or domestic violence, stalking, sexual assault, sexual harassment or other forms of harassment."  
<http://www.uwosh.edu/cvpp/kellyk.htm>
- **The Dean of Students Office** 424-3100  
responsible for the administration of the procedures that involve student conduct  
<http://www.uwosh.edu/dean/>
- **Student Health Center** 424-2424  
free and confidential health service for students in Radford Hall.
- **The UW Oshkosh Police** 424-1212 – Emergency / 424-1216 - Non-Emergency  
<http://www.uwosh.edu/up/>
- **The Office of Equity and Affirmative Action** 424-2296  
Provides assistance to individuals who have concerns and questions about discrimination and racial, ethnic, or sexual harassment. Administers internal discrimination grievance and harassment procedures and conducts investigations relative to complaints.

<http://www.uwosh.edu/affirm-act/>

- **The Employee Assistance Program 424-2061**  
Helps employees positively address personal or work related problems.  
<http://www.uwosh.edu/eap/updates/index.php>