

## PROGRAM LEADER CONTACT INFORMATION GUIDELINES

Collecting emergency contact information for all faculty leaders on study abroad programs is a vital part of the Office of Study Abroad role in the University's comprehensive crisis management plan. Providing this information to the appropriate Office of Study Abroad Program Coordinator at least one month prior to departure is the responsibility of faculty leaders. Failure to provide this information can delay overall planning and disbursement of funds for your study abroad program. **Programs without adequate emergency contact information on file with the Office of Study Abroad are subject to review and cancellation.** If you have any questions or concerns, please contact the Office of Study Abroad.

Have you attended the Emergency Preparedness and Response Seminar:     Yes     No

- 1. Name and location of program**
- 2. Program leader(s)**
- 3. Dates when you will be leading the program**
- 4. Faculty phone numbers abroad (including "011+country code")**
  - a. Cellular phone (required)
  - b. Land line (if available; required if no cellular phone given above)
  - c. Alternative on-site contact number (if available)
- 5. Contact information abroad (please list separate entries if traveling to multiple locations)**
  - If your personal contact information is the same as the students' information and all of the following information has been provided on the student contact form, check here and skip to #7.
    - a. Country and dates at location
    - b. Residence name (if applicable)
    - c. Name of on-site contact (if available; if this person answering is not likely to speak English, what language?)
    - d. Address
    - e. Phone # for on-site contact including "011 + country code" (if available)
    - f. Fax # for on-site contact including "011 + country code" (if available)
    - g. Email address for on-site contact (if available)
- 6. MSU campus contact information (someone in your department to contact in case of an emergency)**
  - a. Contact
  - b. Phone #
  - c. Email

**See an example on the other side of this page.**

## EXAMPLE

Freshman Seminar Abroad – Japan  
Summer 2006  
Martin Stack  
July 17-30, 2006  
Cell: 011-81-906-521-8122

### Location #1

Hikone, Japan (July 17-20, July 24-30)  
Japan Center for Michigan Universities (JCMU)  
Ms. Nishizawa, JCMU Office Manager  
1435-86 Matsubara-cho  
Hikone, Shiga 522-0002 JAPAN  
Phone: 011-81-749-26-3400  
Fax: 011-81-749-24-9356  
Email: nishizawa@jcmu.net

### Location #2

Tokyo, Japan (July 21-23)  
Asia Center of Japan  
8-10-32 Akasaka  
Minato-ku, Tokyo 107-0052 JAPAN  
Phone: 011-81-334-02-6111  
Fax: 011-81-334-02-0738

### MSU Campus

Japan Center for Michigan Universities  
Darla Conley, Secretary  
Phone: 517-355-4654  
Email: conleyd@msu.edu