Emergency Protocols for Overseas Programs
Transnational Programs Office
Updated 5/30/17

Important Phone Numbers and Contact Information:

On-Site Administrator’s Office in London
From the US: 011- 44 (0)203 077 5900 (Strike the 0 in parenthesis when dialing from the US using the 011-44 prefix.)

From within the UK: 0203 077 5900

On-site Program Office and Faculty Offices
Center for Transnational Legal Studies
37-39 High Holborn
London, WC1V 6AA

Law Center Office of Transnational Programs (OTP)
202-662-9860 (For emergencies during OTP office hours)

Law Center Office of Public Safety
202-662-9325 (For emergencies after OTP office hours)

Actions to be taken by On-site Coordinator

1. During office hours: on-site coordinator calls the Director of Transnational Programs (202-662-9860) or the Associate Dean of Transnational Programs (202-662-9474) and the Office of Global Education/Main Campus [OGE] (202-687-5867).

2. During off-hours: on-site coordinator calls the Director of Transnational Programs (301-379-8907) or the Associate Dean of Transnational Programs (202-361-5464), who then contacts the Law Center Office of Public Safety (202-662-9325) and the off-hours number for OGE (202-687-4343).

3. Program participants will be given emergency contact phone numbers for use during the program (on-site coordinator’s mobile) prior to the start of the program.

The following procedures would be mandated if any of these scenarios should occur

Scenario One: Evacuation

1. Notification:
Participants are informed that the program has been closed, and they will be evacuated immediately. Notification will be done by email. Notice will also be sent via the Studio Abroad online system, and, to the extent possible, text message. The on-site coordinator will contact the Office of Transnational Programs [OTP] with regular updates. OTP will update the program website as needed [http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/predeparture.cfm].

2. Congregation:
All participants [and families] will gather at the Center for Transnational Legal Studies to be counted.
3. Action:
Once all participants are accounted for, further information will be distributed, including the plan for evacuation. OTP will contact the individuals indicated as emergency contacts. Phones and internet access will be made available so that participants can make contact with family members.

Scenario Two: Shelter-In

1. Notification:
Participants are informed that an incident has occurred, and they should stay at their lodgings [or current location], until further information is available. Notification will be done by email. Notice will also be sent via the Studio Abroad online system, and, to the extent possible, text message. The on-site coordinator will contact the Office of Transnational Programs [OTP] with regular updates. OTP will update the program website if necessary [http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/predeparture.cfm].

2. Action:
Once all participants are accounted for, further information will be distributed, including any updates on the situation, or the necessity of possible evacuation. OTP will contact the individuals indicated as emergency contacts. Phones and internet access will be made available so that participants can make contact with family members.

Scenario Three: Event occurs, but likely does not present an immediate threat to participants.

1. Notification:
Participants are informed that an incident has occurred, and are urged to keep apprised of current news. Should shelter in place be necessary students are advised that they should stay at their lodgings [or current location], until further information is available. Notification will be done by email. Notice will also be sent via the Studio Abroad online system, and, to the extent possible, text message. Students may be asked to “check-in” by responding to notification by email or text. The on-site coordinator will contact the Office of Transnational Programs [OTP] with regular updates. OTP will update the program website if necessary [http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/predeparture.cfm].

2. Action:
Once all participants are accounted for, further information will be distributed, including any updates on the situation, or the necessity of possible evacuation. Depending on the nature of the event, OTP will contact the individuals indicated as emergency contacts. Phones and internet access will be made available so that participants can make contact with family members.

Scenario Four: Event occurs in the US, but poses no immediate threat to participants.

1. Notification:
Participants are informed that an incident has occurred, and they should congregate at CTLS for more information. Notification will be done by email. Notice will also be sent via the Studio Abroad online system, and, to the extent possible, text message. The on-site coordinator will contact the Office of Transnational Programs [OTP] with regular updates. OTP will update the program website if necessary [http://www.law.georgetown.edu/academics/academic-programs/transnational-programs/london_summer/predeparture.cfm].

2. Action:
Once all participants are accounted for, further information will be distributed, including any updates on the situation. Phones and internet access will be made available so that participants can make contact with family members in the US.