

Student Travel Emergency Support

Northwestern Qatar provides support to students traveling abroad on Northwestern Qatar sponsored trips, as defined in the Student Travel Policy, when they need assistance during **unexpected and unavoidable emergencies** such as **accidents, security incidents, illness, death or life-threatening illness of an immediate* family member, fire damage or natural disasters**. ** Immediate family includes a student's parents, stepparents, siblings, stepsiblings, spouses, children and stepchildren.*

1. Emergency Contact List

Students are encouraged to contact:

- Trip leader (a faculty or staff member traveling with the student) who will assess the situation and contact appropriate team/department depending on the nature of the emergency, e.g., Global Rescue for medical and security support, Qatar Support Office in Evanston (QSO), program director, etc.
- If there is no trip leader associated with the program or if the student is traveling independently, the student should contact:
 - Global Rescue for medical and security emergencies. Global Rescue will contact Northwestern Qatar Director of HSSE and Business & Risk Analyst with student's permission. Permission is not required under the following situations:
 - ❖ the student is unable to speak for him/herself
 - ❖ the student is perceived to be a danger to him/herself or others
 - ❖ there is a significant health, safety, or security incident affecting the trip and / or the student (e.g., critical illness/accidents, civil unrest, act of terrorism, extreme weather, etc.)
 - For non-medical or non-security emergencies, QSO (if traveling in the U.S.) or Northwestern Qatar program director (or his/her designee) of the program organizing the trip

2. NU-Q Emergency Response Responsibility

In order for Northwestern Qatar to provide immediate response and support to students in emergency situations described in the first paragraph:

- Trip leaders and/or program directors must be available to respond and provide support to students in an emergency situation. In case of absence, out of office, etc., the trip leader and/or program director must appoint a designee who will be available during his/her absence
- QSO staff is a first point of contact for students traveling to the U.S. on Northwestern Qatar sponsored trips. QSO should have an on-call staff who is available to respond and support students in an emergency situation

In the situation when Northwestern Qatar financial support is required, the trip leader, program director, QSO, or an appropriate Northwestern Qatar faculty/staff overseeing the trip should contact an appropriate Northwestern Qatar approver (see #3 below.)

Since the means by which the financial support is provided would depend on the specific circumstance surrounding the emergency incident (e.g., location, expense type, expense amount, timing, etc.), the arrangement should be discussed and agreed upon on a case-by-case basis when the incident occurs.

3. Emergency Financial Support

Northwestern Qatar also provides emergency financial support to students in an immediate financial hardship which is both urgent in nature AND resulted from an emergency situation described in the first paragraph.

Eligibility Requirements

- The expense must be unexpected and unavoidable, and
- The student must be a currently enrolled NU-Q student and currently participating in an NU-Q sponsored trip

Possible Financial Support

- Medication and other costs related to emergency medical care not covered by insurance
- Safety needs (e.g., changing a lock, etc.)
- Replacement of essential personal belongings and/or temporary housing due to fire, theft, or natural disaster
- Travel costs related to a death or life-threatening illness in the immediate family (defined in the first paragraph)

Trip leader, QSO, Program Director, or student's Northwestern Qatar point of contact should obtain an approval for financial support by emailing or calling the following approver:

Director of Business & Finance	Primary Approver
Director of Human Resources	Back-up Approver
Chief Operations Officer	Back-up Approver

4. Informing Student Emergency Contact List

In an emergency situation when a student is capable of making his/her own follow-up decisions, the student can choose whether or not his/her emergency contact (e.g., parents, spouse, etc.) should be notified of the incident.

However, Northwestern Qatar may decide, in consultation with others associated with the incident, to inform the student's emergency contact(s) about the incident, without the student's permission, when:

- the student is unable to speak for him/herself
- the student has been missing for more than 24 hours
- the student is perceived to be a danger to him/herself or others
- there is a significant health, safety, or security incident affecting the program (e.g., civil unrest, act of terrorism, extreme weather, etc.)