

Student Travel Emergency Support

NU-Q provides support to students traveling abroad on NU-Q 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, 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 NU-Q Director of HSSE and NU-Q 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 NU-Q program director (or his/her designee) of the program organizing the trip

2. NU-Q Emergency Response Responsibility

In order for NU-Q 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 NU-Q 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 NU-Q financial support is required, the trip leader, program director, QSO, or an appropriate NU-Q faculty/staff overseeing the trip should contact an appropriate NU-Q 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

NU-Q 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 NU-Q point of contact should obtain an approval for financial support by emailing or calling the following approver:

Barry Sexton	+974 6640 3648	b-sexton@northwestern.edu	Primary Approver
David Albanese	+974 5554 5398	d-albanese@northwestern.edu	Back-up Approver
Pim Thukral	+974 3340 6075	pim.thukral@northwestern.edu	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, NU-Q 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.)