**Instructions for Faculty Directors**

Complete a Crisis Contact Sheet for each destination where you will have an overnight stay. Provide your Program Assistant (or co-Faculty Director) and students with electronic and hard copies. Save the original documents in the shared Google Drive folder for your Global Seminar.

**Instructions for Students**

The Faculty Director for your Global Seminar will provide you with a Crisis Contact Sheet for each destination where you have an overnight stay. Before you depart, save the electronic copy to a mobile device that you may access abroad. Take the hard copies with you abroad. You are encouraged to share the Crisis Contact Sheet(s) with your family members and/or support network.

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| --- | --- | --- | --- |
| **Global Seminar:** |  | | |
| **Location:** |  | **Dates (at this location):** |  |
| **FACULTY DIRECTOR** | | | |
| **Name:** |  | **Mobile Phone #:** |  |
| **PROGRAM ASSISTANT / CO-FACULTY DIRECTOR** | | | |
| **Name:** |  | **Mobile Phone #:** |  |
| **ACCOMMODATION / HOUSING** | | | |
| **Name:** |  | **Phone #:** |  |
| **Address:** |  | | |
| **MEDICAL FACILITY** *(contact GeoBlue to identify in-network medical providers)* | | | |
| **Name:** |  | **Phone #:** |  |
| **Address:** |  | | |
| **EMBASSY OR CONSULATE** *(*[*https://travel.state.gov*](https://travel.state.gov)*)* | | | |
| **Name:** |  | **Phone #:** |  |
| **Address:** |  | | |
| **EMERGENCY NUMBERS** *(*[*https://travel.state.gov/content/dam/students-abroad/pdfs/911\_ABROAD.pdf*](https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf)*)* | | | |
| **Ambulance:** |  | **Fire:** |  |
| **Police:** |  | **Other (if applicable):** |  |
| **GEOBLUE** | | | |
| **Web:** | [www.geobluestudents.com](http://www.geobluestudents.com) | **Email:** | [globalhealth@geo-blue.com](mailto:globalhealth@geo-blue.com) |
| **Phone # (Abroad):** | +1 610 254 8771 | **Phone # (U.S.)** | 1 844 268 2686 |
| In the event of a medical emergency, go immediately to the nearest physician or hospital and then call GeoBlue. | | | |
| **ST. NORBERT COLLEGE** | | | |
| **Campus Safety:** | 920 403 3299 | **Title IX Coordinator** | 920 403 3018 |
| **Center for Global Engagement** | 920 403 3494 | **Media Relations** | 920 403 3089 |