**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.

|  |  |
| --- | --- |
| **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  |
| **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  |