



OFFICE OF  
INTERNATIONAL STUDIES  
MONTANA STATE UNIVERSITY BILLINGS

# EMERGENCY COMMUNICATION PLAN

## General International Group Travel

In section 304.40 of the MSU International Travel Policy, all groups must submit a communication plan that will provide the University with access to communication with the faculty leaders for the duration of the program. This must be submitted no later than 60 days prior to departure.

**University Contact Person** – Please provide the name and contact information for the group’s designated University Contact Person.

**What is the most likely potential crisis situation at your location?**

**In the event of a crisis, where is your primary meeting point?**

**In the event of a crisis, where is your secondary meeting point?**

**What is the method of transportation to be used to get to your meeting points?**

**What will be the method of communication you will use to reach your students?**

**Provide the contact information for someone local, on location, who could assist in an emergency.**

Please list his/her name, phone number (including international dialing instructions) and email.

**In the event that you could not complete your program, who would teach the remainder of the course?**

Faculty should be prepared for someone else to take over their program in case of an emergency or illness. Please list his/her name, position in the department, summer phone number and email.

**Nearest U.S. Embassy/Consulate:** Please provide the address, phone number, and email address of the nearest U.S. Embassy or Consulate of the country or countries that you are visiting.

**Please add any other information you think is relevant:**

Please send this completed form to Office of International Programs for upload to your Studio Abroad and Travel Registry account.

Office of International Studies

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