

THE EDUCATION UNIVERSITY OF HONG KONG

ACADEMIC BOARD

Crisis Protocol for Experiential Learning Activities

Introduction

1. In the 49th meeting of the Steering Group on Undergraduate Common Curriculum (SGUCC) held in November 2018, the SGUCC advised the Student Affairs Office (SAO) to share the guidelines on crisis management, as a follow-up to the review of the draft handbooks for GE Interdisciplinary Courses and Experiential Learning.

The Crisis Protocol

2. By taking reference to the crisis protocol adopted by the immersion programme, SAO refined the guidelines for use in life threatening cases during experiential learning activities. In the Protocol, life threatening cases refer to those having the danger of death, or are potentially fatal.
3. Subsequent to views collected at the 56th Student Affairs Committee (SAC) meeting and SGUCC meeting, the Crisis Protocol for Experiential Learning Activities was revised as set out in **Annex**.
4. The proposed revised protocol was submitted to Vice-President (Administration) for comment via the Estates Office as university crisis management is under the mandate of the University Crisis Management Team. No comments were received from Vice-President (Administration).
5. The protocol was endorsed by the SAC at its meeting on 18 July 2019.

Advice Sought

6. Members are invited to note the Crisis Protocol as set out in **Annex**.

August 2019

EdUHK Local and Off-shore Experiential Learning Activities Crisis Protocol

For use in life threatening cases#

Participant/Student Leader Action	Hosting Organization (if any) Action	EdUHK Action
<p>Participant/Student Leader* notifies</p> <p>a. <u>EdUHK Activity-in-charge</u></p> <p style="padding-left: 20px;"><u>Name</u> Post Title Office: (852) 2948 xxxx Email: xxxxx@eduhk.hk After Office Hours Mobile: (852)</p> <p style="text-align: center;">OR</p> <p style="padding-left: 20px;"><u>Name</u> Post Title Office: (852) 2948 xxxx Email: xxxxx@eduhk.hk After Office Hours Mobile: (852)</p> <p>b. <u>Hosting Organization Coordinator</u> (if any)</p> <p style="padding-left: 20px;"><u>Name</u> Post Title Office: (xxx) Email: After Office Hours Mobile: (xxx)</p> <p>*Take immediate action if deemed necessary to ensure safety while having taken into account their own safety, e.g. Call the Police, escort to a hospital A&E, etc.</p>	<p>Hosting Organization Coordinator# immediately notifies <u>EdUHK Activity-in-charge</u></p> <p style="padding-left: 20px;"><u>Name</u> Post Title Office: (852) 2948 xxxx Email: xxxxx@eduhk.hk After Office Hours Mobile: (852)</p> <p style="text-align: center;">OR</p> <p style="padding-left: 20px;"><u>Name</u> Post Title Office: (852) 2948 xxxx Email: xxxxx@eduhk.hk After Office Hours Mobile: (852)</p> <p>#For off-shore activities, Hosting Organization Coordinator provides immediate support to concerned student(s) and liaises with EdUHK, and agencies involved</p>	<p>1. Activity-in-charge notifies <u>Head of Department, Director of Student Affairs</u> and seeks advice for immediate action</p> <p>a. <u>Head of Department</u></p> <p style="padding-left: 20px;"><u>Name</u> Post Title Office: (852) 2948 xxxx Email: xxxxx@eduhk.hk After Office Hours Mobile: (852)</p> <p>b. <u>Programme Leader</u></p> <p style="padding-left: 20px;"><u>Name</u> Post Title Office: (852) 2948 xxxx Email: xxxxx@eduhk.hk After Office Hours Mobile: (852)</p> <p>c. <u>Director of General Education Office</u> (for ELC and CSL courses)</p> <p style="padding-left: 20px;"><u>Name</u> Post Title Office: (852) 2948 xxxx Email: xxxxx@eduhk.hk After Office Hours Mobile: (852)</p> <p>d. <u>SAO contacts</u></p> <p style="padding-left: 20px;"><u>Name</u> Post Title: <u>Director of Student Affairs</u> Office: (852) 2948 xxxx Email: xxxxx@eduhk.hk After Office Hours Mobile: (852)</p> <p style="text-align: center;">OR</p>

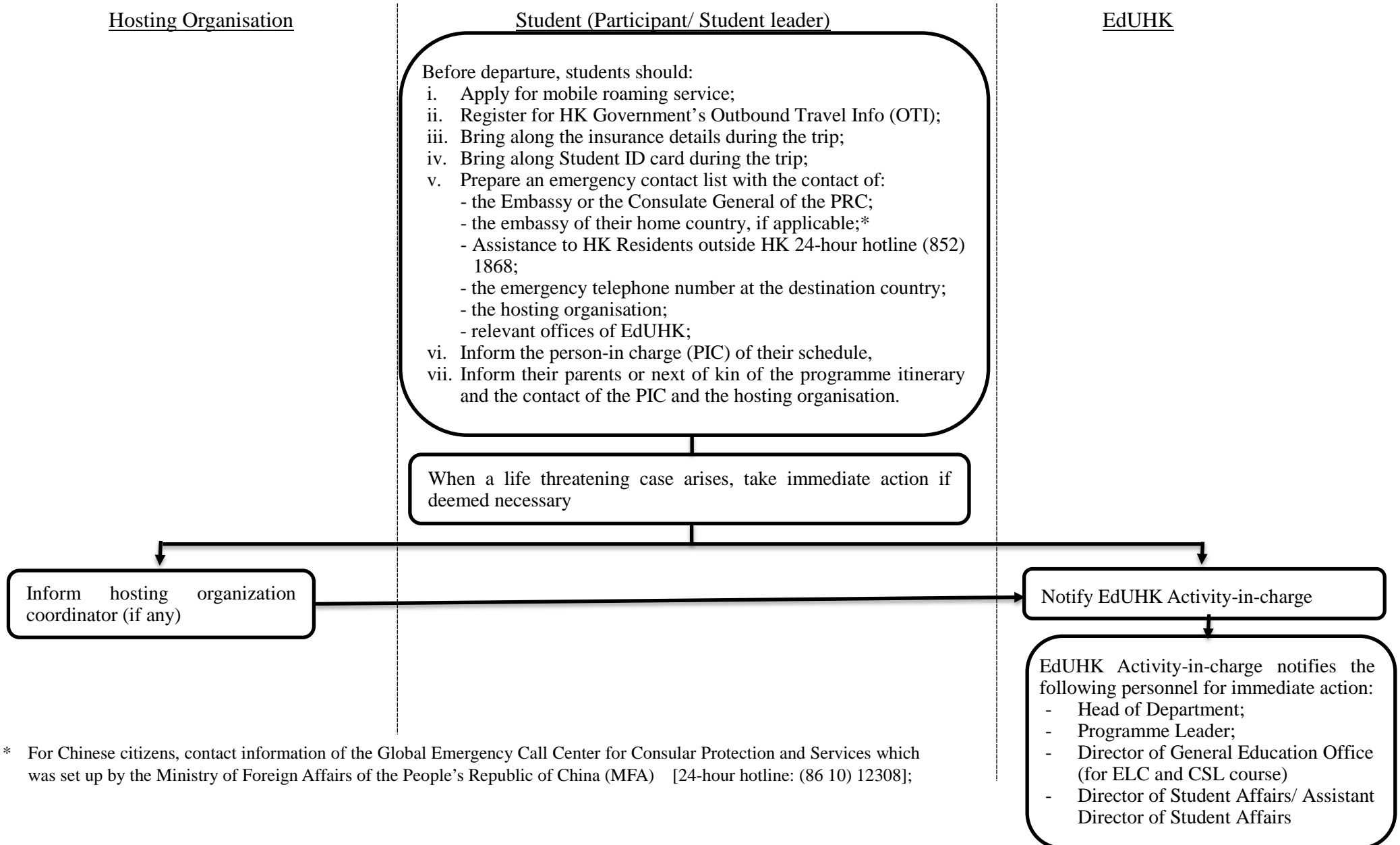
		<p><u>Name</u> Post Title: <u>Assistant Director of Student Affairs</u> Office: (852) 2948 xxxx Email: xxxxx@eduhk.hk After Office Hours Mobile: (852)</p> <ol style="list-style-type: none"> 2. Head of Department and Director of Student Affairs notify <u>line managers</u> 3. Director of Student Affairs notifies <u>Chairman of EdUHK Crisis Management Team</u>[^] 4. Convened by Director of Student Affairs, Head of Department and relevant representatives from respective offices discuss the situation and related necessary actions, e.g. emergency medical evacuation, insurance, financial assistance, counselling support, repatriation, academic issues, support to concerned student(s), media enquiry, assistance from Immigration Department etc. 5. Activity-in-charge/ Student Affairs Office contacts <u>emergency contact person/ parents/ next of kin</u> 6. Activity-in-charge and Head of Department liaise with <u>Hosting Organization Coordinator</u> 7. All parties report to <u>Director of Student Affairs</u> and <u>Head of Department</u> the case progress for consideration of any further action needed 8. Director of Student Affairs coordinates an incident report <p>[^] Chaired by the Vice President (Administration), the Crisis Management Team consists of a Team Champion (Director of Estates), and the following persons as members:</p> <ol style="list-style-type: none"> i. Senior Student Affairs Officer; ii. Associate Dean, FLASS; iii. Director of Communications; iv. Information Technology Manager; v. Human Resources Manager; and vi. Council Secretarial and Administration Manager. <p>The Secretary of the Team is an Assistant Property and Facility Manager.</p>
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Life threatening cases including but not limited to accidents/ injuries causing death/ potentially fatal, e.g. unconsciousness, unresponsiveness, misperceiving reality, attempted suicide, and alike

Procedures for Students to Handle Life Threatening Cases in Local and Off-shore Experiential Learning Activities

(Applicable to overseas activities only)

Parties involved:



* For Chinese citizens, contact information of the Global Emergency Call Center for Consular Protection and Services which was set up by the Ministry of Foreign Affairs of the People's Republic of China (MFA) [24-hour hotline: (86 10) 12308];