

Kristiania University College: Emergency Preparedness for Employees Abroad

When you, as an employee, travel abroad, your immediate supervisor is responsible for following up on crisis situations.

If you are on a study trip with a class, you, as the course coordinator, should follow up on incidents (see also separate procedure from Student Services).

These are considered serious incidents:

- Affecting you as an employee alone:
 - o Death, Serious illness, Serious accident
 - o Violence, Criminal act or terrorism, Arrest
- Affecting the local community:
 - o Natural disasters, Political unrest, Terrorism or Outbreak of war

Overview of relevant contact information in case of crisis situations: [sikresiden.no](https://www.sikresiden.no)

Norwegian authorities:

- o [Regjeringen.no](https://www.regjeringen.no) for government advice: Specific security procedures for the relevant country via the Ministry of Foreign Affairs (UD).
- o Nearest diplomatic mission ([UD's diplomatic mission/embassy where the traveller is located](#))
- o UD's emergency phone (24-hour service) +47 2224 3600/ +47 2395 0000

Useful contacts:

- o Host institution contact information/ The local international office at the host institution
- o [Local emergency numbers](#), see local emergency number or in the [Norwegian Seamen's Church App](#)
- o Norwegian Seamen's Church 24-hour emergency phone, +47 951 19 181
- o Landlord
- o Travel company / airline
- o Insurance company
- o Immediate supervisor's phone number
- o Mental health +47 116 123
- o Your next of kin

Useful apps:

- o [Sikresiden.no](https://www.sikresiden.no)
- o The [Reiseklar app](#) for local contact information
- o [Norwegian Seamen's Church app](#)

Print out the overview, note local information, and bring it on your trip abroad.

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Before the trip, you as a Kristiania employee (alone or on a study trip with students) should:

- Arrange the trip abroad with the host institution and with your immediate supervisor
- Inform your immediate supervisor about: The purpose of the trip abroad, host institution, location, duration, contact information
- Obtain necessary information:
 - o About travel planning in the Employee handbook (chap. Travel): Contact person in HR, insurance, booking and reimbursement of travel and accommodation, assistance with repatriation
 - o Print out the emergency information (cf. the HSE handbook) and note local information
- In connection with study trips:
 - o Register the study trip participants with names and contact information
 - o Inform your immediate supervisor and the Department for Research Administration and Internationalisation about the participant list

In the event of a serious incident during the trip abroad:

In serious incidents affecting the local community, you as an employee abroad should:

- Follow the instructions from local authorities, the host institution, and possibly the landlord
- Follow the advice of Norwegian authorities
- Notify Kristiania University of Applied Sciences: immediate supervisor.
 - o For study trips: International team, international@kristiania.no
- Request support (see overview of contact information in case of crisis situations)
- Kristiania University College has entered into an emergency agreement with the Seamen's Church for assistance. The Seamen's Church has a 24-hour emergency phone, +47 951 19 181

When a crisis occurs, you can:

- Call the [local emergency number](#) (also available in the [Norwegian Seamen's Church App](#)).
- Check [UD's website](#) for what services and what type of assistance you can expect from the foreign service. Contact the nearest [diplomatic mission](#) for advice on further handling of the case.
- Contact UD's 24-hour emergency phone +47 22 24 36 00/+47 23 95 00 00.
- Request help from the local police, fire brigade, doctor, or ambulance

Low threshold:

- Contact the [Norwegian Seamen's Church](#) 24-hour emergency phone: +47 95 11 91 81.
- Contact the host institution abroad.
- Contact your next of kin.
- Contact your immediate supervisor at Kristiania.
- Psychosocial low-threshold service at Kristiania University of Applied Sciences
- Mental health +47 116 123

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