

ORIENTATION & POLICY MANUAL

FOR

U. S. DEPARTMENT OF STATE – FUNDED (IIE)

FULBRIGHT STUDENT GRANTEES

THE COMMISSION FOR EDUCATIONAL EXCHANGE
BETWEEN THE UNITED STATES AND NEPAL
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I. INTRODUCTION

This booklet is designed for Department of State-funded American Student Fulbright grantees coming to Nepal under IIE auspices. It is designed to be sent to grantees following their approval, but prior to their arrival in Nepal and to be used as a guide and reference during the actual grant period in Nepal. It contains information on grant benefits, travel arrangements, and academic assignments. In addition, the manual briefly describes living conditions in Nepal (particularly Kathmandu) and offers suggestions that we hope will help in making pre-departure preparations. Fulbrighters should also use their local libraries to begin their exploration into the immensely varied and fascinating history and culture of Nepal.

The effectiveness of an American Fulbrighter in Nepal is largely dependent on the grantee's ability to relate successfully to the people of Nepal. The warmth and friendliness of the Nepali people goes a long way toward ensuring the success of this venture. The Nepal Fulbright Commission provides facilities and services to its own grantees so as to make the grantee's stay as comfortable and as rewarding as possible within the limits imposed by budget and the vagaries of life in Nepal. Ultimately, however, the success of the program depends on the individual grantee. Friendliness, a high tolerance for frustration, the ability to combine tact and frankness, and a sincere eagerness to learn about Nepal and from Nepalis, are qualities that most ensure a mutually satisfying, cross-cultural experience.

II. FULBRIGHT COMMISSION/NEPAL

The J. William Fulbright Foreign Scholarship Board (FSB), a statutory body of educators and public persons appointed by the President of the United States, has overall responsibility for the Fulbright program throughout the world. Acting under the Board's guidance, the Bureau of Educational and Cultural Affairs of the U.S. State Department manages and administers the Fulbright program, both through bi-national organizations such as the Fulbright Commission and by contracting with private institutions in the U.S. In Nepal, the U.S. Embassy's Public Affairs Officer (formerly also the Director of USIS, prior to the consolidation of USIS into the State Department in October 1999) serves as Chairman of the Fulbright Commission Board of Directors.

The Commission for Educational Exchange between the United States and Nepal (also known as USEF/Nepal, or the Fulbright Commission) was established by an agreement between the United States government and His Majesty's Government of Nepal in 1961 to administer the Fulbright program in Nepal. The Commission is headed by an Executive Director. Overall policy is determined by a bi-national Board of Directors consisting of ten members. This board, or a subcommittee thereof, also nominates the American and Nepali Fulbright scholars. The board consists of five Americans appointed by the United States Ambassador to Nepal (who is Honorary Chairman), and five Nepali appointed by His Majesty's Government (HMG) of Nepal.

The program is designed to promote mutual understanding between the people of Nepal and the United States by a wide exchange of knowledge and professional talents through educational activities. It is primarily an academic program directed towards strengthening higher education in Nepal and the U.S. In addition to bringing American scholars to Nepal to lecture, the Commission provides Fulbright grants to Nepali students and scholars for study, research, and lecturing in the U.S. Since

1961, more than 550 Nepali have gone to the United States and over 300 Americans have come to Nepal under Fulbright auspices. Supplementing the Fulbright grant program, the Commission also administers the East-West Center and Hubert H. Humphrey Fellowship Programs and seeks to support independent educational exchange activities by maintaining counseling services for Nepali students.

American Fulbright Senior Scholars apply for grants through the Council for International Exchange of Scholars (CIES), whereas American students are selected through the Institute of International Education (IIE).

III. PROGRAM DESCRIPTION

The Commission's U.S. Student Program is funded by the Bureau of Educational and Cultural Affairs of the U.S. State Department and administered by IIE in the U.S. It provides an opportunity for students to carry out graduate study or research in a foreign country. In the Nepal program U.S. student grants are usually given to candidates who want to come to Nepal to carry out a research study, rather than take classes. Often students are affiliated with a U.S. university but that is not a requirement. Awards have been given to at-large candidates in the arts, for example.

A Fulbright student comes to Nepal to carry out an independent research project. Unlike the U.S. Fulbright Lecturer, the student researcher does not come to support Nepali higher education or the work of government agencies. There is no expectation that the student researcher will accept assignments from the university, teach classes, or maintain regular contact with the department. An affiliation with a department at Tribhuvan University (TU) is basically a formality that satisfies the requirements of the TU Research Division.

In the spirit of promoting mutual understanding and academic collegiality however, Fulbright students are encouraged to develop contacts with the Nepalis in their field of study and to be a ready participant in the exchange of information. Nepali colleagues will usually be able to offer you more advice and assistance than you will be able to give them. And, most importantly, such exchanges will be the start of important professional relationships.

Student researchers are required to submit monthly reports to the Commission, as well as midterm and final reports to IIE and to the Bureau of Educational and Cultural Affairs of the U.S. State Department. It is also the responsibility of doctoral student grantees to send a final copy of their doctoral dissertation (or equivalent research paper) funded by the Fulbright grant to the main library of Tribhuvan University.

IV. GRANT BENEFITS

Grant benefits are itemized in the Grant Authorization Document that students receive with their award letter. Keep your signed copy of the grant document for reference to your specific benefits. It should be noted that grant benefits for students include no allowances for dependents. However, spouses and children may be eligible for an official Nepali visa through the grantee. Student grantees who are contemplating coming with a dependent spouse or child (the child must be under 21 to qualify as a dependent) must contact the Fulbright Commission before coming to Nepal to determine what benefits the dependent may be eligible for. Generally, grant benefits will include the following:

A. **Travel:** Fulbright student grantees (but not dependents) receive a round-trip economy flight to Nepal from their home in the US by the most direct, economical route. As with other U.S. government grants, pursuant to the Fly America Act, American air carriers must be used wherever possible (e.g. across the Pacific). Likewise, U.S. government regulations allow Fulbright to pay or reimburse only for travel via the most direct and economical fares to and from Nepal. (*Note: experience has shown that in most cases, no matter where in the U.S. the traveler originates, the cheapest route to Nepal on American carriers is via Bangkok, where the timing of connections and visa procedures are also more convenient.*) Grantees should not to make their own travel reservations without first consulting with and gaining clearance from the Nepal Fulbright Commission. Grantees are also advised to finalize their plans with the Commission at least 60 days prior to their planned arrival in Nepal.

1. Once you have communicated your travel dates and plans to us, the Commission will ask its travel agent in Kathmandu to identify the cheapest fare available in Kathmandu from your point of origin in the U.S.
2. Using this quoted fare as a baseline, you may then make and pay for your own travel bookings. If you choose to make and pay for your own tickets, you will have to present your ticket for reimbursement upon arrival in Kathmandu. The Fulbright Commission cannot make any travel advances. Keep in mind however, that if you make your own travel arrangements, you can be reimbursed only if you adhere to the Fly American rules and only for travel via the most direct and economical fares to and from Nepal. That is, you will be reimbursed only up to the quoted baseline fare amount that the Commission receives from its travel agent in Kathmandu.
3. Alternatively, if the Commission makes the bookings for you through its travel agent in Nepal on a US carrier that is represented in Nepal, it will have the airline office in Kathmandu send a PTA (Pre-paid Travel Authorization) to the airline office nearest your home in the US.
4. Grantees may alter their routes and classes of travel, add stopovers, etc. in any way they choose, provided they: a) notify and get prior permission from the Commission to do so; b) pay for any extra cost over and above the lowest economy fare quotation obtained by the Commission; and c) travel by American flag carriers whenever and wherever possible. Grantees who choose to make their own travel arrangements according to these provisions may be reimbursed up to the cost of the cheapest and most direct route cost on US carriers after they have arrived in Kathmandu. Any amounts over the lowest fare quote that the Commission obtains (e.g. for stopovers in excess of those normally required by the route, or upgrades to business class) cannot be reimbursed. The Commission cannot give "advances" on travel costs.

An excess baggage allowance is also provided in the grant. If not needed at the outset, the allowance can be retained and used at the end of the grant. Most grantees find they have more to take back with them than what they brought.

All grantees are advised to confirm their arrival time via fax or e-mail several days in advance, so that we can make the necessary arrangements to meet you at the airport. Since the Commission is closed both Saturdays and Sundays, and Saturday

is the national weekly holiday in Nepal, we ask that you plan your arrival for a week day if you wish to be met at the airport.

B. **Visas:** It is neither necessary nor advisable to obtain a Nepali visa in the US prior to your departure. All grantees must enter Nepal on “official” visas that are obtained upon arrival at the Kathmandu airport by using the following procedure. (Do not contact the Nepali Embassy or Consulate.) At least six weeks prior to departure grantees should inform the Commission by e-mail (fulbcomm@mos.com.np) of their complete passport information, including for any dependents. The Commission (through the U.S. Embassy) then notifies the Nepali Foreign Ministry of the expected arrival of a Fulbright grantee. The Foreign Ministry provides the Commission with a letter that will entitle the grantee to a visa fee waiver. This letter will be faxed to you prior to departure from the U.S. Upon arrival at the Kathmandu airport, present this faxed letter, along with two passport photos to the Nepali immigration officials at the “Diplomatic and Official” visa counter. (You will also need passport photos for other purposes as well, so bring a half dozen with you.)

The following information is needed for the grantee and each accompanying dependent:

- Complete name, as listed in the passport
- Date and place of birth
- Passport number
- Place of issue
- Date of issue and expiration

NOTE: If traveling via India, an Indian visa is required and must be obtained before departing from the U.S. Those traveling via Bangkok or Singapore may apply for Thai or Singapore visas upon arrival in those countries. Many grantees decide to visit India following the completion of, or even during their grants. In fact, it is strongly recommended that grantees get an Indian visa in the US because, in case of necessary emergency departure from Nepal, an Indian visa is enormously valuable. Further, it is impossible to acquire one quickly or without a lot of hassle in Kathmandu. Thus we recommend that you apply for an Indian visa through an Indian consulate in the U.S. prior to your departure for Nepal.

C. **Orientation:** The Commission staff tries to meet all grantees at the airport and assist them in getting settled. Orientation is conducted on a small group or individual basis. Since many researchers are already very familiar with Nepali culture, the orientation may concentrate on the student's relationship with the Fulbright Commission and the University. In addition to the briefing by the Commission, there is also a briefing by the Embassy's Security Office.

D. **Maintenance Stipend:** The grant includes a maintenance stipend that most grantees find is quite ample for living in Kathmandu or the field. The grantee will find that it is several times as much as a full professor at Tribhuvan University receives. The stipend is paid *in Nepali rupees* on a monthly basis by the Commission's Fiscal Officer. Should a grantee occasionally require that the stipend, or a portion of the stipend be paid in dollars rather than rupees, such payment can be arranged, if approved by the Executive Director and provided the Commission has a sufficient dollar balance in its dollar account.

E. **Housing & Housing Allowance:** Students receive a housing allowance adequate for renting a flat in Kathmandu. The Commission keeps a few furnished flats on lease for student grantees, but cannot guarantee that one of these flats will be available. Moreover, some students may already have made housing arrangements on their own, or may wish to do so. Commission staff may assist students in locating appropriate housing. Students who rent their own apartments are encouraged to obtain a written lease in English to enable you to understand all of your rental rights and obligations. Any furnishings lent to the grantee by the Commission must be returned at the end of the grant period so they are available for future grantees.

If a grantee does not plan to rent a flat in Kathmandu, but needs housing at a village research site, the housing allowance can be applied to the village rent on a direct cost basis.

F. **Language Training Allowance:** A small sum of money is allocated for in-country language lessons for the grantees. Most student researchers are familiar with the local language but may wish to take a refresher course upon arrival. Because of the importance of being able to speak the local language(s), grantees are strongly encouraged to make use of this language training allowance. If this amount is not used for language training however, it can be added to the incidental allowance. Because of the importance of being able to speak Nepali (or Tibetan, or other local language, depending on the research project), grantees are encouraged to use their language training allowance.

G. **Incidental Allowance:** Your grant includes an allowance for the "purchase of supplies and equipment and for other expenses deemed necessary by the Commission for the successful realization of individual projects." The exact amount is determined by the Commission in light of the type of project, normally reimbursed in rupee equivalent funds.

- **Reimbursement Claims:** Claims should be submitted to the Executive Director and reimbursement will be made by the Fiscal Officer normally along with the monthly maintenance payment. Air ticket receipts should be attached to claims. Receipts for other items should also be attached, including signed receipts from field assistants, language teachers, etc. Grantees should explain the relationship of the expenditure to their work, if not readily apparent. NOTE: Incidental expenses can be reimbursed in dollars only if they were originally made in dollars.
- Allowable Expenditures: You may claim reimbursement for the following items out of your incidental allowance:
- Travel within Nepal connected with your project, e.g. for attendance at a conference or to conduct research. Prior approval of all travel must be obtained. Travel within Kathmandu Valley is not reimbursed, nor are any other charges for inter-city travel other than the actual fare. Thus grantees must pay hotel and food bills, taxis, tips, etc. themselves.
- The cost of books, pamphlets, maps, etc., required for the project: This does not include books of a general background nature, which can be borrowed from libraries or with which grantees should be familiar.

- Equipment, materials: Supplies and equipment required to carry out the research project, such as photographic or scientific materials.
- Services, such as photocopying, secretarial services, and translation services. Please note that the Commission is not able to make its office equipment and secretarial services available to grantees except in an emergency.
- *Please note that, according to BFS policy, all non-expendable equipment (e.g., cameras, recorders or computers) and books purchased with the incidental allowances are the property of the Fulbright Commission. These can be donated to the department or another institution where the grantee is officially assigned with the approval of the Commission. The Commission, however, allows research grantees to retain maps, pamphlets, and government publications purchased out of the incidental allowance. Other Nepali publications needed for the completion of projects may be retained with approval by the Commission.*

H. **Insurance**: The Fulbright program provides basic health and accident insurance for all grantees. This Fulbright insurance however, is considered secondary to any other insurance a grantee may have and grantees are encouraged not to give up any existing insurance they may have in anticipation of the Fulbright coverage. Moreover, grantees must make separate arrangements for health insurance for any dependents who may accompany them. Information about plans for Fulbright dependents can be obtained through IIE. Any such coverage for dependents should contain provisions for emergency medical evacuation from Nepal.

I. **Early Termination & Extension of Grants**: Grantees who terminate their grants earlier than the period specified in their grants will have their stipends reduced accordingly, on a daily, pro-rata basis and may also, depending on the circumstances of their termination, be required to bear their own return travel expenses to the USA. Fulbright regulations prohibit USEF/Nepal from paying for periods when the grantee is outside of Nepal. Grantees are urged to complete their proposed work during the stipulated grant period. Grants may be extended if the grantee makes a strong case for extension in order to finish a project, though these will be “no cost” extensions. This may be approved by the Commission provided the initial request for extension is submitted at least two months prior to the expiration of the original grant period. Due to budget limitations, stipends cannot be paid during extensions.

V. **FINANCES**

The grant begins with one month's cash advance paid in Nepali rupees, upon the grantee's arrival, Thereafter the stipend will be paid by the Fiscal Officer on a regular monthly basis. Stipends are ordinarily paid in rupees, but if a grantee requires dollars, a special request may be made for payment of a stipend in dollars. However, such payment is always conditional upon there being a sufficient balance in the Commission's dollar account.

1. Upon arrival, grantees should consider opening an account at NABIL Bank Ltd., where the Commission has its account. A Commission employee will help in these and in other transactions. It is recommended that grantees bring their U.S. checkbooks with them, as certain expenditures must be paid in US dollars.

Arrangements can be made to effect wire transfers to and from a NABIL bank account from a US account. As your grant period nears completion, keep in mind that exchanging excess Nepali rupees can be problematic, so grantees should manage their finances in such a way as to minimize their rupee holdings as their grants come to a close. These days there are more and more ATMs in Kathmandu and Patan, and many will work with an American ATM card (with charges applied of course).

2. U.S. Income Tax: Fulbright grants are taxable as US income. However, neither IIE, the Fulbright Commission, or the Department of State withhold taxes from grant payments nor issue grantees a 1099 or W2 form. The Commission does, however, provide grantees with a letter in January of each year that states the grant amount received in the prior calendar year. Grant payments are not subject to taxation by Nepal. However, the Fulbright Commission is not in a position to answer any detailed questions concerning tax liability and any questions concerning Federal or State income tax matters should be taken up with officials of the Internal Revenue Service or the appropriate State revenue authority. Since it is not a US entity, the bi-national Fulbright Commission in Nepal does not issue IRS Forms 1099s, but will give grantees a letter at the end of the calendar year listing the total amount of your grant.

Further information may be obtained by calling 1(800) TAX-FORM and asking for the *Scholarships and Fellowships Publication 520* or from the website http://www.irs.ustreas.gov/prod/forms_pubs/. Other helpful documents include Publication 54 "Tax Guide for US Citizens and Resident Aliens Abroad" and Publication 463 "Travel, Entertainment and Gift Expenses".

We recommend that grantees see a tax adviser in the U.S. before coming to Nepal. The following IRS publications available at local IRS offices are useful:

- Tax Guide for U.S. Citizens Abroad
- Tax Information for U.S. Scholars
- Income Tax Benefits for U.S. Citizens Who Go Overseas

VI. WHAT TO BRING

Upon arrival, you will be presented with a welcome kit that should answer your questions about living in Nepal. In the meantime, grantees may request a copy of the Kathmandu Post Report prepared by the American Embassy, from the Desk Officer, Department of State, Washington, D.C. 20225. The Commission will also be happy to answer any questions not covered in the report.

- A) Climate and clothing: There are four seasons in Kathmandu: cold in December and January, cool and mild in October, November, February, and March; hot and dry in April and May; and hot, humid and rainy in the monsoon, June through September. Temperatures are generally quite moderate. In the hot season daytime temperatures range in the 80's while winter days are in the 60's. Winter nights can get cold (30's and 40's) and seem much colder due to the lack of central heating and insulation. Quilts and electric blankets help solve the problem.

Although temperatures are moderate, the lack of central heating necessitates warm clothing for the winter months, often more for indoors than out! Tibetan shops stock

a variety of woolens, but it is still advisable to bring warm sweaters and possibly a jacket for outdoors. A zip-out liner provides between season flexibility. Dressing in layers proves quite practical. Other than December, January, and February, the weather is quite warm, so lightweight summer clothing is in use most months of the year. Good-quality shoes, socks and readymade clothes are not readily available on the local market, so buy them before leaving the States. Yard goods, mostly cotton and/or polyester, are available in Kathmandu, as are inexpensive tailors. Made-to-order clothing can supplement but certainly not substitute for bringing along all the clothing you will need during your stay. Bring extra underwear because the selection in Kathmandu shops is limited. Special clothes items like bathing suits, recreational clothing, and formal wear may be difficult to buy in Kathmandu.

While dress is generally informal in Kathmandu, as U.S. representatives abroad, Fulbrighters should try to look well-groomed on all occasions. Dress clothes for receptions and other engagements will be necessary.

- B) Household and miscellany: Apartments for student Fulbrighters are equipped with basic furniture and some household items. Dishes, silverware, pots and pans, water filters, bed linens and blankets and are available in the local markets, although it is advisable to bring a good sleeping bag, towels and bed linens from the US, as good quality cotton products are not readily available here. Past grantees suggest supplementing these basic furnishings according to personal preferences. For example, you may bring a favorite cookbook, sharp kitchen knives, small utensils such as a garlic press or vegetable peeler, or extra towels. Most grantees buy some items in Kathmandu according to their preferences and at the end of their stay sell them or add them to Commission's inventory.

It is important to understand the unpredictability of the market in Kathmandu. Things available in abundance disappear abruptly, while other items traditionally unavailable may suddenly flood the market. Luxury items (like perfumes and cosmetics) are expensive and choice is limited. Another quirk of the market is that an item may in fact be available, if only you can figure out which of the many, many small shops is the one that stocks it. This unpredictability often affects the supply of cooking gas, kerosene, and petrol. Grantees need to be adaptable when these shortages occur.

- C) Computers, cell phones, etc. If you need a computer for your research, you should consider bringing with you a laptop and any specialized software you may need. If you plan on bringing electrical appliances of any kind, please remember that Nepal's power supply is 220 volts. Many grantees purchase voltage transformers and stabilizers, which are available locally and quite cheaply. Most, if not all US cell phones (or, more properly their sim cards) are incompatible with cellular service in Nepal. The service is tolerable at best in the Kathmandu Valley, and cell phones as well as sim cards for local use are available here and recommended. They are NOT useful for long distance calls to/from the US because of very bad sound quality. The Kathmandu Valley is only recently becoming home to wireless and high speed cable internet services. Our local technology is still quite a ways behind what is considered average in the urban US. Until April of 2006 the Fulbright Office itself used only dial-up internet connections.

VII. HEALTH PRECAUTIONS & MEDICAL CARE

Before leaving the United States – and in order for your grant to be finally approved, you must undergo and pass a physical examination using the forms for this purpose that will be provided to you by IIE/CIES. After you have passed your physical, please bring a copy of the physical examination form with you to Nepal. You must also secure and bring with you to Nepal an international health card (i.e., a World Health Organization, or WHO Card) and make sure that all of your immunizations for those diseases specified by the Center for Disease Control for Nepal are up to date. The Fulbright program does not cover the cost of any immunizations. (Appendix III of this manual is a list of the inoculations currently recommended by the American Embassy Medical Unit for Nepal. This list – which all grantees should follow -- may be more comprehensive than the list recommended by the CDC.) Anti-malaria pills are recommended for those who will be visiting the Terai region for any length of time; the latest anti-malarial drug in the US, Malarone™, is not yet available in Nepal. If you will be spending significant time in the Terai, consult your doctor about this drug. ***Remember to bring your WHO card and a copy of your completed physical examination form with you when you come to Nepal.***

Fulbright grantees have the choice of two clinics of international standard in Kathmandu: the CIWEC clinic (Canadian, www.ciwec-clinic.com), and the Nepal International Clinic (operated by a Nepali physician, who is a U.S. Board certified internist).

Grantees who have chosen CIWEC or NIC have found the services to be good. CIWEC and NIC fees are comparable to those paid in the U.S. Bills from the CIWEC and NIC must be submitted as claims under your own insurance, or secondarily as claims under the Department of State insurance policy that applies to Fulbrighters. However, every medical treatment or illness does carry a \$30 deductible under the Department of State policy.

In traveling through Asia, you should drink only boiled and filtered water. Avoid uncooked vegetables or fruits which cannot be peeled, unboiled milk, and cold foods which may have been contaminated by handling. Intestinal troubles are common, but a little caution will go a long way towards minimizing their effect.

Remember, however, the Fulbright insurance covers only the grantee, not dependents. If dependents accompany you to Nepal, they must have their own medical insurance and that insurance must include medical air-evacuation coverage.

VIII. SUPPORT SERVICES

The Fulbright Commission (through the U.S. Embassy) will arrange for a ten-month official visa. Trekking permits for out-of-Valley field research sites are sometimes difficult to obtain but the Commission will also assist student grantees in securing them. The visa is good only for the duration of the grant. The Commission will also assist in making appointments with Nepali academics, preparing letters of introduction, and arranging airline tickets and shipment of goods home. However, for the most part, the student functions independently and reports periodically on the progress of his or her research.

For an initial membership and then a monthly fee, Fulbright Senior Scholar grantees and Fulbright student researchers are entitled to join and use the U.S. Commissary

and Phora Durbar (“American Club”) recreational compound. Please remember, however, that if you do join the club, you must resign your membership before you depart the country to avoid continued billing for the monthly dues. Fulbrighters also have limited use of the letter-only diplomatic pouch at the U.S. Embassy.

NOTE: Fulbright students coming to Nepal under the USED Doctoral Dissertation Research Abroad Program (DDRA) do not fall within the program activities or budget of the Fulbright Commission. Their grants are awarded, funded and administered by a different agency, the U.S. Department of Education, and the Commission is informed of their coming only after their selection.

However, along with the State Department/IIE Fulbright grantees they are entitled to official American privileges (Phora Durbar, commissary, etc.), and the Embassy will arrange for their official visas.

IX. LIVING IN KATHMANDU

1. **Mail/shipments:** Nepal is a member of the International Postal Union and has regular mail service with other countries but it is not completely reliable. For this reason in February, 1986, use of the State Department diplomatic pouch was granted to Fulbright grantees in Nepal. Important mail being sent to you in Nepal should be addressed as follows:

American Embassy Kathmandu
Attn: Fulbright Commission – ‘Name of the Grantee’
Department of State
6190 Kathmandu Place
Washington, D.C. 20521-6190

You must use the above address as the return address on any correspondence you mail through the pouch. U.S. domestic postage is used for diplomatic pouch mail.

PLEASE NOTE: This privilege is only for **first class letter mail**. **NO PACKAGES WHATSOEVER** can be sent to Fulbright grantees through the diplomatic pouch. **Violation of this regulation may mean that present and future Fulbrighters will be deprived of the pouch privilege.**

In the interest of speed, friends and family may want to write to you in care of the Commission's post office box (Your name, c/o USEF Nepal, Post Box 380, Kathmandu). Sending letters, cards to this address is MUCH faster than via the diplomatic pouch! **Checks should not be sent through the international mail.**

2. **Telephone & Internet:** Nepal is now connected to the international satellite system, so telephone calls to the U.S., though relatively expensive, can often be made from one's own telephone. The Nepal country code and Kathmandu city code is 977-1- followed by a seven digit phone number. The Fulbright Commission has its own fax machine (977-1-4410881). Grantees can receive faxes on this machine. However, grantees will be charged to send faxes from the Commission. There are many commercial fax outlets in Kathmandu, and in addition, Nepal now has several cheap and well run e-mail services and Internet Service Providers.

The Commission also has e-mail facilities but these are in regular use by the Commission staff. Grantees are asked not to have personal e-mails sent to them

through the Commission's e-mail address. Most grantees bring laptop computers and have e-mail installed soon after arrival, using one of the several Kathmandu-based Internet Service Providers.

3. Packages: The only way to receive packages is to have them sent through international mail (Your name, c/o USEF, P.O.Box 380, Kathmandu). Grantees are entitled to customs-free entry of packages but the clearance procedure is an eleven-step process. Moreover, the loss rate is very high. Therefore, we advise grantees to tell their family and friends not to send them packages unless it is absolutely necessary or you are willing to risk their loss.

4. Transport: Student researchers who do not need to go to the University daily have generally found bicycles adequate. These can be purchased locally for about US\$75-300 depending on the quality. Bicycles, including mountain bikes, are also widely available for rent.

5. Commissary & Recreational Privileges: Fulbright grantees in Nepal are entitled to use of the American commissary, which stocks a large selection of groceries, frozen foods, toiletries, over-the-counter medicines, liquor, tobacco, and incidentals, such as film and blank cassette tapes, but no clothes items or fresh vegetables. To use the Commissary you must join the "American Mission Association," which also entitles members to use the AMA's recreation compound, Phora Durbar, which has a swimming pool, tennis and squash courts, work-out room, and snack bar. To join the AMA requires a capital deposit (fully refundable) of \$200 for a single person, \$300 for a couple, and \$400 for a family. The capital deposit must be paid by a U.S. dollar check. In addition to the capital deposit, AMA members must pay monthly dues of \$40.00 for singles, \$55 for a couple, and \$70 for a family of three or more.

X. WORKING IN KATHMANDU

1. Nepal's Education System: Tribhuvan University, the national government supported university, was founded in the mid-1960's, when Nepal's few colleges broke their affiliation with Patna University in India. The entire education system, which started virtually from scratch in the early 1950's, was based on the British Indian model. In 1973, His Majesty's Government implemented the New Education Plan, which emphasized the Nepali language and vocational education, and introduced a semester system similar to the American model. The University decided in 1981 to restore the old system with annual centralized examinations, a practice that continues today.

His Majesty the King is the titular head of the University, and the vice-chancellor is responsible for its overall administration. Directly under the Vice-Chancellor are the Rector, who is in charge of academic affairs, and the Registrar, who is responsible for general administration and financial management, examinations, and records.

There are Faculties of humanities, social sciences, education, management, and science, which are headed by Faculty Deans. For the technical fields there are university institutes, such as in engineering, forestry, medicine, and agriculture. These are headed by Institute Deans, who are responsible for the administration of their institutes and refer to the Rector for all academic affairs.

The Kirtipur Campus has Central Departments, e.g., Central Department of Geography, Central Department of English, etc. These departments have chairpersons who refer to the Rector for academic matters and to the appropriate faculty Dean only for administrative issues. The other campuses have Instruction Committees, which are headed by a chairperson. The chairpersons are under the supervision of the campus chief.

In addition to the campuses of Tribhuvan, many private campuses operate with government approval. They follow the university syllabus and examination schedule.

A new private, national university opened in 1991. It is called Kathmandu University (KU) and its main campus is in Dhulikhel. It has established strict admission procedures with entrance examinations and is striving to provide an international standard of education. The Fulbright Commission is working with KU in the development of its Institute of Management.

2. Tribhuvan University Departmental Affiliation: All student researchers must be affiliated with an appropriate department or research center at Tribhuvan University. This is done by submitting an application to the Research Division; approval of a research proposal usually takes 3-6 months. This process is basically a formality for Fulbright grantees since they do not require research visas. Official visas for Fulbrighters are arranged by the American Embassy through the Foreign Ministry.

3. Research Assistants & Translators: Those grantees whose work requires research assistants and or translators, unless they have prior contacts, should wait until they arrive in Nepal to locate such assistance. There is no formalized process for doing so, but often the Fulbright office may know of persons who have assisted Fulbrighters in the past. Your Nepali colleagues and Fulbrighters already in country can also assist you with networking to find RAs and translators. Be sure to carefully discuss any past experience with those you are considering hiring and to be as clear as possible about your expectations of them. Rates will obviously depend on qualifications, the nature of the work, expected time commitments, etc. Finally, please remember to give credit where credit is due if your research work results in publication.

4. Reports: The Commission requires each grantee to make a brief report of his or her activities every month so it can keep in touch with the grantee and report to the Board. This can be in the form of a brief informal letter or memorandum. In addition to progress on one's academic assignment, the report can include any problems with university work, and information on travel, guest lectures, or other professional activities. Please report any changes in plans and programs.

Student researchers are encouraged to present their preliminary findings at a "Work-in-Progress Forum" that is usually held about 5-6 months after arrival. The purpose of this forum is to enable grantees to give a very short presentation on research completed thus far to the local community, and to allow for feedback and useful connections to be made that will improve the scholar's remaining work period. Finally, student researchers are asked to give a final Fulbright Forum before the end of their grant. The Forum is generally attended by Commission Board members, Fulbright grantees, and other interested persons.

There are also midterm and final reports that must be submitted online to IIE in a timely fashion. They should cover major accomplishments and shortfalls and provide information that might be useful to future grantees. Return tickets will not be issued until the final report is submitted.

XI. EMERGENCY ACTION PLAN

The following information is intended to provide guidance to Fulbright grantees in Nepal as they consider various options and contingencies during possible crisis situations.

I. Status of Fulbrighters

As private American citizens, Fulbright grantees do not fall under Chief of Mission (i.e. the US Ambassador in Nepal) authority and cannot be ordered to depart. However, the State Department and the US Embassy in Kathmandu can urge grantees to depart if they believe conditions are severe enough, and in such cases may withdraw Fulbright grant monies and privileges (see “ordered departure”, item b., below). The US State Department does recognize that Fulbright grantees are a distinct group of individuals because they are under the US government sponsorship when overseas, and also provides a level of support to Fulbright grantees in the event of a crisis.

II. General Preparedness and Emergency Procedures

- Fulbright grantees should, upon arrival in Nepal, register their names with the US consular section. The Fulbright program is addressed in the Emergency Action Plan of the US Embassy, and the grantees are included in annex b of its warden system.
 - Shortly after arrival in country, all Fulbright grantees will be scheduled for and should attend the Security Briefing given by the US Embassy Regional Security Officer (RSO) at the US Embassy in Kathmandu.
 - The Commission maintains detailed contact information for current Fulbright grantees in Nepal. This information includes telephone numbers (home, work, and cell phone), physical addresses (home and work), and email, as available. If any part of the contact information changes, grantees should inform such changes to the Commission’s Program Administrator Mily Pradhan (or the Executive Director Peter Moran, or Program Officer Yamal Chandra Rajbhandary). If the grantees are planning on working in non-urban areas, they should also inform the Commission of their detailed itineraries and how they can be reached in case of emergency.
 - Grantees should contact the RSO and the Commission if they wish to travel outside the Kathmandu area. They should also inform the Commission of travel outside the parameter of their assignment, including weekend trips and travel outside the country. (See also 'Restricted Areas' below.)
 - From time to time, the RSO distributes informational notices that are generally distributed to grantees. Grantees should check their email and mailbox at the Commission regularly to see if any new security-related informational notices have been issued. If they are unable to check their emails or come to the

Commission, they can also phone the RSO at the US Embassy to seek information.

- Grantees are advised that the standard means of communication may be cut off during crisis situations.
- During crisis situations, as long as the means of communication are open, grantees should maintain contact with the Commission and provide updates on at least a daily basis (probably more if the situation dictates).
- Grantees will receive briefing on the US citizen warden system upon arriving in Nepal. It is vital that grantees keep in touch with the warden of the neighborhood in Kathmandu or Patan where they live in case of an emergency that curtails mobility. Grantees will learn the particular “rallying points” for Americans nearest to their home, so that if communications with the Commission or the Embassy are not functioning, grantees will know where to go to receive more information. For most neighborhoods, the rallying point will be the nearest large hotel or other area with open ground space.
- Before leaving their site for the rallying point, grantees should have with them: passport; US mission I.D. card; all currency; and important personal papers. They should also leave a written message stating that they have left for the safe haven at their site.
- Grantees should also be familiar with the transportation options, the likely routes they will travel, and the length of time it will take to reach the rallying point.

III. Restricted Areas

At the beginning of their grant periods, all grantees will receive a briefing from the RSO. Part of the information imparted at these briefings consists of the current list of districts and other areas within Nepal where, due to security concerns, travel is either restricted or prohibited by Americans who are subject to the authority of the Chief of Mission. Although Fulbright grantees are not subject to the direct authority of the Chief of Mission, the Commission, in consultation with the RSO and as provided by the US State Department policy, has currently suspended the Fulbright program in such districts and areas of Nepal. If a grantee knowingly elects to travel to a region under Fulbright program suspension, they would be considered out of status and the Commission may recommend to the J. William Fulbright Foreign Scholarship Board that their grant be revoked or terminated. Anytime a grantee intends to go to a field site, he/she must check with the RSO to ensure that the area of intended visit is not on the embassy's list of "no go" districts and update himself/herself on any security issues in that area. If security concerns make it impossible for the grantee to carry out the research that the original proposal envisioned, reasonable modifications to the research proposal, in consultation with the Commission, may be made.

IV. Emergence of a crisis

- If the situation is uncertain, the Commission, in conjunction with the Bureau of Educational and Cultural Affairs of the US State Department (ECA/A/E), will

evaluate the threat potential to a grantee and his/her dependents, and may offer grantees elective or temporary relocation to another in-country site.

- If the situation is so serious that it poses a threat to a grantee's and his/her dependents' lives, especially when violence is anticipated or already occurring, the Commission may temporarily suspend the Fulbright program for a specific region/locale or the entire country. The Commission will facilitate relocation of the grantee together with his/her dependents to either an in-country safe haven, a third country location, or the U.S.

V. Authorized/ordered departure

In the event of a serious crisis, the American Embassy may consider imposing either an "Authorized Departure," or "Ordered Departure." Each of these situations and its effect on Fulbright grantees is described below.

1. Authorized departure

A State Department announcement authorizing voluntary departure from affected posts of American personnel and dependents does not automatically require departure of U.S. Fulbright grantees, and the announcement of an *authorized departure* does not necessarily lead to a suspension of the Fulbright program. The Commission will stay in contact with grantees and work out with the ECA/A/E the best solution on a case by case basis. Grantees should not feel constrained to stay in a situation that they feel is risky; nor, however, should they feel that they must leave due to an advisory authorizing departure. The Commission will facilitate the departure of any grantees and/or dependents who wish to leave the country. ECA/A/E will assist with arrangements for temporary assignment to another country and other issues related to the grant.

Grantees will be advised by the Fulbright Commission if an *authorized departure* is announced and they should then contact the Commission for all available information that may affect their own decision to leave Nepal or stay in the country. It is the sole responsibility of the individual grantee to decide whether he or she leaves or stays in the country. The Fulbright Commission bears no part in the decision and assumes no responsibility for the safety of its grantees. All grantees are requested to notify the Commission's Executive Director of their decision to leave Nepal or stay in the country.

The following scenarios may occur after the announcement of an *authorized departure*:

- a. *Grantee decides to leave Nepal and resign the grant.* (See Section V.2.a.)
- b. *Grantee decides to remain in Nepal and continue with the grant.* The grantee will continue receiving his/her grant benefits.
- c. *Grantee decides to leave Nepal without resigning grant.* (See Section V.2.c.)
- d. *Grantee is reassigned without curtailment of grant.* (See Section V.2.d.)

2. Ordered departure

In the event of a more serious situation, the American Embassy, in consultation with the State Department in Washington, may declare an *ordered departure* of USG dependents and/or non-emergency personnel. In such a situation, the continued viability of the Fulbright program would also be evaluated. ECA/A/E, in

consultation with the Commission, determines whether the Fulbright program can sustain operation under current circumstances and, if not, may suspend the program. If the program is suspended, all Fulbright grantees will be asked to leave the country.

The following scenarios may occur after the announcement of an *ordered departure*:

a. *Grantee decides to leave Nepal and resign the grant.*

In the event grantee elects to return to the U.S. and resign his/her grant, the exact timing of departure should be coordinated with the Commission and host institution, if any. The grant would be amended to shorten it to the length of time in the country of assignment. If the grantee has received payment of benefits beyond the amount authorized in the amended grant, s/he would be required to return any overpayment to the cooperating agency/commission. Fulbright grants already include an allowance for return travel to the U.S. ECA/A/E would authorize a financial payment (stipend and/or maintenance allowance) for 30 days from the date of departure to assist with resettlement in the U.S. If a grant is terminated, all applicable reports will become due within 30 days.

b. *Grantee elects to remain in Nepal:*

If a grantee elects to remain, even after the announcement of an *ordered departure*, ECA/A/E may withdraw the grant and discontinue the stipend/maintenance allowance. If the grantee has received payment of benefits beyond the withdrawal, s/he would be required to return any overpayment to the Commission. The grantee is asked to sign a statement of release acknowledging s/he is no longer considered a Fulbright fellow and must not continue to represent him/herself as such. The grantee does not forfeit the return travel entitlement, but must meet any increase in travel costs him/herself. The grantee's State Department ASPE insurance coverage ends at the date of resignation as well.

c. *Grantee decides to leave Nepal without resigning the grant.*

The Commission may determine that it is in the best interests of the program that grantees depart without curtailing the Fulbright grant. Factors governing such a decision include security concerns at the place of assignment and potential to resume the assignment in the near future. Where it is determined that departure without curtailment of grant is advisable, ECA/A/E authorizes payment of up to one month's stipend for a grantee who is out of country of assignment with the expectation that circumstances may permit an early return to host country. If a return is not feasible (i.e., no change, or worsening of the situation), ECA/A/E authorizes a further one month's stipend to assist with resettlement in the U.S.

Depending on the local situation, grantees may choose to leave the country temporarily during a crisis. While costs of emergency air tickets, diversionary travel and other exceptional expenses may be covered from grant funds, grant funds may not be used for grantees' cost-of-living expenses outside of Nepal and the cost of any emergency travel would be deducted from the grant total.

d. *Grantee is reassigned without curtailment of grant.*

Grantees may select reassignment in another country; however, it is not possible for ECA/A/E to guarantee reassignment. Factors affecting reassignment include the length of time remaining in the grant, the scholar's field of study, the need for expertise in another country, and ability to obtain timely approvals from the potential new host institution and PAO/Commission. Reassignments are usually within the same geographic region.

Telephone List

<p>Emergency Numbers <u>US Embassy Post One</u> (24 hours):</p> <ul style="list-style-type: none">• 4007266 (direct)• 4007269 (direct)• Through US Embassy switchboard: ext. 4100 <p>(See below for US Embassy switchboard numbers.)</p> <p><u>US Embassy Post One Mobile</u>: 98510-67461</p> <p><u>Nepal Police</u>: 100/101/102, 4226998, 4226999</p> <p><u>Nepal Fire Brigade</u>: 101, 4221177, 4223897</p> <p>Other Numbers <u>US Embassy</u> <i>Switchboard numbers (office hours):</i> 400-7200 Consular Section Chief: ext. 4126 Regional Security Officer: ext. 4262</p> <p><u>Phora Durbar</u> <i>Switchboard number:</i> 4257449 Compound: ext. 4712</p> <p><u>Norvic Hospital</u>: 4258554 <u>B&B Hospital</u>: 5531930, 5531933</p>	<p>The Commission for Educational Exchange between the US and Nepal (USEF/Nepal)</p> <p>4444779, 4444780, 4437330, 4437332</p> <p>4414598 (EAC)</p> <p><u>Fax</u>: 4410881</p> <p><u>Residence</u></p> <p>Peter K. Moran 4415932 (peter@fulbrightnepal.org.np)</p> <p>Yamal C. Rajbhandary 5534657 (yamal@fulbrightnepal.org.np)</p> <p>Basu Manandhar 4419828 (basu@fulbrightnepal.org.np)</p> <p>Mily Pradhan 4375829 (mpradhan@fulbrightnepal.org.np)</p>
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Please remember that any time you shift your location, whether it be a move from Kathmandu to a field site or a move within Kathmandu, to let the Fulbright Commission's Mily Pradhan (or the Executive Director, or Program Officer Yamal Chandra Rajbhandary) know where you are and how we can get in touch with you. Mily's email address is mpradhan@fulbrightnepal.org.np. Her office phone number is 4444780. The ED's email is peter@fulbrightnepal.org.np and his office phone number is 4410344. Yamal Chandra Rajbhandary's email is yamal@fulbrightnepal.org.np and his office phone number is 4437334.

Fulbright Commission/Nepal
March 2008

APPENDIX I

Vaccine Schedule for Adults

(This is the list of vaccinations recommended by the US Embassy Medical Unit in Kathmandu. It may be more comprehensive than what is recommended by the US Government's Centers for Disease Control in Atlanta, but the US Embassy Medical Unit feels that anyone spending a substantial period in Nepal should receive them. The dollar amounts listed in parentheses after each type of shot represent the approximate cost per injection for these shots at the CIWEC Clinic in Kathmandu, should you decide to wait until your arrival in Nepal to get these inoculations. Note that some vaccines require multiple injections to function correctly.)

Td (tetanus) (\$20.00)	Every 5 - 10 years; For adults never vaccinated: day 0, 30 and 180; (TIG 2 ml if injured)
Hepatitis B (Adult - \$35.00) (Children - \$22.00)	> 20 years; series of 3 (day 0, 390 and 180) 1cc IM; (up to 19 y/o 0.5cc); no booster
Havrix (1440 EI.U) * Hepatitis A (Full - \$85.00) (Half - \$50.00)	> 18 y/o: 1cc IM; series of two 6 months apart. Booster every 5 years.
JBE (Japanese Encephalitis) (\$35.00)	Series of 3 (day 0, 7 and 14 - 30); booster every 3 years.
Measles/MMR (\$35.00)	If born in or after 1957 (a secibd dose of measles vaccine is needed for those who don't have proof of immunity)
Meningitis A + C (\$30.00)	3 yearly 0.5 – 1 SC or IM
OPV/IVP (oral/inject polio) (\$20.00/\$35.00)	Booster as adult x 1; IPV series; day 0, 30 and 180. Given SQ
Rabies (Pre-immunization) (\$35.00)	Series of 3 (day 0, 7 and 21 - 28) Titer not needed
Rabies (Post exposure) (Depend on body weight)	Day 0 and 3 if received Pre-immunization series. If not, day 0, 3, 7, 14 and 28 along with RIG.
Typhim Vi (injectable typhoid) (\$30.00)	0.5 ml IM every 3 years; > 2 years old
TB skin test (\$15.00)	Every year; 0.1 cc ID
Varivax (Varicella - "chicken pox") (\$50.00)	0.5 ml SQ; > 13 y/o; series of 2 (day 0 and 30 - 60)

Updated March 2006

For more information on vaccinations, medical facilities, etc., available at CIWEC clinic in Kathmandu, please see www.ciwec-clinic.com

APPENDIX II

Loan Deferments

Can I defer my student loans while I am on my Fulbright grant?

In most cases the answer is yes. However, it is your responsibility to confirm this with your lending institution. As a general rule, Fulbright fellowships fall under the category of *Graduate Fellowship Deferments*. The Graduate Fellowship Deferment is for students engaged in a full-time course of study in a graduate fellowship program such as the Fulbright program.

It has been our experience that the form most generally accepted has SCH located at the top right corner as opposed to EDU. It is our understanding that the EDU is to be used for an in-school deferment when a student is still enrolled in a U.S. institution. Fulbright is not considered an in-school deferment so if you file in that manner you may be denied a loan deferment. But again, it is your responsibility to confirm with your lender that you are filling-in the appropriate form.

The following website is very helpful for downloading deferment forms and obtaining all the information you may need regarding loan deferments:
www.dlserver.ed.gov

Who fills out the forms?

You should fill out the student portion of the deferment form and sign it before mailing it to the IIE address below. We will fill-out the institutional portion, certify that the information is correct and then mail it to your lender. Be sure that your lender's address is on the form.

For optimal results, do NOT send the deferment forms to the Commission/Post or institution you are affiliating with in your host country. While they would be happy to fill-out the forms for you, the lender will most likely not recognize them as an appropriate program official and will therefore reject your deferment request.

When should I send in the forms?

Once you have your flight arrangements confirmed and you are certain of your start date, you may send us the forms. Please include a cover letter indicating your full name, your host country and your official grant dates. *Deferment forms will only be completed to cover you during your grant period, regardless of how long you plan to stay in your host country.*

Note: Due to the high volume of forms we receive, we cannot fax your deferment papers to your lender so plan accordingly.

Please indicate the country of your grant and mail the Deferment Forms to:

INSTITUTE OF INTERNATIONAL EDUCATION
U.S. STUDENT PROGRAMS DIVISION
809 United Nations Plaza
New York, NY 10017

APPENDIX III (Earthquake Preparedness in Kathmandu)

Kathmandu Valley and Earthquakes

Situated along the junction of two of the earth's most active tectonic plates, marked by the Himalayan Mountains, Nepal has experienced many destructive earthquakes. The seismic record of the region, dating back to 1255 CE, suggests that major earthquakes occur approximately every 75 years. The last major quake in the valley came in 1934 and statistics indicate that another devastating earthquake is not only inevitable in the long-term, but also highly likely in the near future.

Regardless of how strong or weak that earthquake will be, or where in the Himalayan region lies its epicenter, Kathmandu Valley will almost certainly be badly affected. This is because the valley floor is composed of mainly of the mud from an ancient lakebed. This mud will liquefy, acting like water, as the seismic wave bounce back and forth against the hard edges of the valley's hills.

When this happens, experts predict, there will be: huge loss of life; 60% damage to buildings; breaks in the electricity supply; holes in the roads and bridges down. For weeks, months, possibly years, life in Kathmandu will be hard and dangerous as the government's emergency services and aid agencies struggle to bring water, food, medicine, shelter and care to the thousands left homeless and injured.

Though earthquakes are natural phenomena that cannot be avoided, or even accurately predicted, the degree of consequent devastation can be. And while the problems facing Kathmandu are vast, if work begins now, with effort from every organization and individual in the community, the extent of the anticipated damage and loss to people and structures can be minimized.

What is an Earthquake?

An earthquake is the vibration and breaking-up of the earth's surface following violent movements in our planet's crust. To be "earthquaked" is to be "shaken, destroyed or visited by an earthquake". The first question to be asked, is:

Why?

Answer: As the dozen or so tectonic plates making-up the outer surface of the Earth move over its molten inner layers, stress is built up along fault-lines in the crust until the rock can take no more and breaks apart suddenly. As it does so, it generates seismic shock waves, which then travel outward from a point deep in the crust to the surface at speeds of several miles per second. It is violently, buildings to collapse, animals to run in fear and the earth to open up and swallow people.

Earthquakes originate in the crust at a point below the "epicenter", as the focus of the earthquakes' power on the surface is called. The epicenter is usually the place that receives the full force of a quake. But the impact of an earthquake at any place on the surface depends on a range of factors, particularly: the initial strength of the quake (measured on the Richter Scale from 1 – 8), the underlying ground material (whether rock, mud, sand etc.) and distance from the quake's origin.

What to do BEFORE an earthquake

Have a Plan for Emergencies:

Ensure everyone know how to:
DROP, COVER, and HOLD ON!

Know where your rallying point is and devise an emergency communication plan for re-uniting family members after an earthquake. Make sure that everyone knows to meet at the rallying point. Everyone should understand that it might take days for everyone to come together as moving around will be difficult and dangerous. If everyone knows to meet at the rallying point, less time and energy will be wasted searching for people. Telephones will be out-of-order. Inform close friends, babysitters and careers of your plans.

Be aware of your school's emergency plans. Ensure the children understand the seriousness of the situation. Find out what your own organization has planned.

Make special provisions for care of the elderly or disabled.

Identify resources in your neighborhood – are there doctors or engineers among your neighbors? Where will you find a temporary home? Where might you find water? Where is the nearest doctor or clinic?

Identify one person outside of Kathmandu who will co-ordinate family contacts. Give their name, address, email and phone number to the Embassy and your Warden. Telephone lines will be busy.

Get training in first aid!

Plan, plan and plan!

Have Your Home Ready:

Identify the following:

The safest places in each room of the house
The most dangerous places
All exits
Utility shutoff valves
Emergency and first-aid kits
Know where they are and how to use them!

Check for Hazards:

Fasten shelves securely to walls
Place large or heavy objects on lower shelves
Store breakable items in low, latched cabinets
Hang pictures and mirrors away from beds and couches
Brace overhead light fixtures
Repair defective electrical wiring and gas connections
Secure water heaters, fridges, etc. to the wall or floor
Have structural defects repaired
Store pesticides and flammable materials outside
Close curtains to prevent glass shattering into the room
Move beds away from windows
Rope ladders on verandahs for emergency escapes

Store under the Bed:

A pair of slip-on shoes in a plastic bag, in case glass covers the floor
A crowbar to help open jammed doors
A flashlight
A whistle
A couple of liters of drinking water.

Have your Kits Packed:

Go-bag at hand
Emergency kit in good order in a safe place
Wits about you!

What to do DURING an earthquake

DROP COVER AND HOLD ON!

If indoors, stay inside:

If you find yourselves indoors, the most dangerous thing to do during the actual earthquake is to try to leave the building because objects – bricks, flower pots, wires – may fall on top of you. Instead, move just a few steps to a safe place in the room. Stay indoor until the shaking stops and you are sure it is safe to go outside.

- Drop under sturdy furniture such as a heavy table, or stand against an inside wall away from shattering glass or falling furniture
- Cover your head with your arms to protect face and eyes
- Hold on!
- Stay away from windows
- If in bed, stay there and protect your head with a pillow
- If in the kitchen, turn off the stove and electric items
- DO NOT use elevators.

If outdoors:

- Move into the open, away from buildings, streetlights and utility wires
- Drop to the ground
- Stay there until the shaking stops

If in a moving vehicle:

- If the roadsides are clear, stop quickly
- If in a built-up area, slow down until you are away from buildings, trees, overpasses or utility wires
- In both cases, stay in the car until the shaking stops
- Once the shaking has stopped, proceed with caution, avoiding bridges and roads damaged by the quake

What to do AFTER an earthquake

- Beware of strong aftershocks. Stay out of already weakened and damaged homes and offices
- Check for injuries and, if you know how, give first aid. Cover those who are seriously injured with blankets to prevent shock but do not attempt to move them unless they are in immediate danger from falling masonry etc.
- Look FOR help among people nearby
- Look TO help others as best you can
- Turn on the radio for information on what to do

- Do not drive. Roads, damaged or blocked by debris, may be dangerous. If not, they should be kept clear for emergency services. Walk, or use a bike, and proceed to your rallying point. Before you leave your house, place a note in a prominent place telling people that you have gone to your rallying point. This will help prevent a rescue team from wasting valuable time and resources looking for you.
- Wear shoes to protect your feet from broken glass and debris
- Turn off gas, water and electricity supplies
- Do not touch downed power lines or objects in contact with them
- Do not telephone families and friends. It is likely that phones won't work after an earthquake, but if they do, leave the lines free for the emergency services
- Be wary of strange dogs
- Be cautious when opening all doors
- Check for sewage and water lines damage and, if found, avoid using water from the tap

If your home is unsafe, get everyone out! Do not take unnecessary risks

Building Your Emergency Kits

The following pages list items that we suggest you keep in a safe place, easily accessible in a time of emergency. Supply as many items as you can and add any and all items you think your family will need. These are suggestions and a starting point, you have to decide what is best for you and your family.

Experts recommend that you have three emergency kits: at home, at your workplace and in your car. That way, your chances of having access to at least one kit after an earthquake are much improved. Please organize at least one according to you and your family's needs, income and housing situation.

Store your main household kit in a convenient place known to all family members. For the second kit, find out if your office can put a tin trunk in their garage or premises. You might consider keeping a smaller version in your car. Finally, you should always have your Go-Bag handy; perhaps you could leave it hidden near the main door of your house or in the trunk of your car.

Safe storage for earthquake-prone regions such as Kathmandu Valley is generally considered to be somewhere outside the house, such as a detached garage.

Tin trunks make the best containers, but they should not be locked because the probability of having the key next to the trunk after an earthquake is very low. Instead, use strong ropes or luggage locking straps for pre-emergency security.

Tin trunks are easily stored, and can hold many types of goods quite easily. Before putting supplies into the tin trunks, however, smaller items (particularly the clothing, food and medicines) should be packed into separate, small backpacks.

The backpacks themselves become useful for carrying supplies, especially if you have to shift homes after the earthquake. Keep different kinds of goods together (a bag for clothes, a backpack for medicines etc.) and label them clearly so that it will be easier to find what you are looking for among the debris that was once your home or office.

Everything in the kits should be wrapped in secure, waterproof containers (strong plastic bags, boxes or sheeting) prior to storing. For bulky items, we suggest you use large plastic buckets, with lids to keep out the rain and insects.

Once you have set-up your kit, you will only need to re-think your family's needs on a yearly basis. However, food, water, medicines, batteries will need to be replenished more often.

In your emergency kit

1. Water and food
2. First Aid and Medical Supplies
3. Hygiene and Sanitation Materials
4. Shelter, Clothing and Bedding
5. Radio and extra batteries
6. Tools
7. Your Go-Bag

Water for Survival

Water is the most important requirement for human survival; without food or shelter, you can survive for a time; without water, dehydration will quickly set in and death occur soon after.

For post-earthquake situations, therefore, you need to ensure you have clean, safe water for your family to drink and cook with for at least a week. Having water for washing of people and clothes is less necessary. Residents in Kathmandu are usually attuned to the need for careful use of limited water supplies, and you will probably need to reuse cooking water for hygienic and sanitation purposes.

Experts suggest that households should store, outside the house in a secure place, a week's supply of water allowing:

One gallon/or four liters, per person per day

More if you can; your neighbors will need some, too.

These supplies can be kept in individual bottles of mineral water (keep them in their boxes) or in one of the large, black tanks seen on rooftops all over Kathmandu (but put on hard ground away from the house). Regardless of how it is stored, ensure the water is kept fresh and usable by replenishing at three-month intervals.

If the water is stored in tanks, or has been left too long, or if you take it from wells or public supply outlets after the earthquake, there are a number of methods to use to improve quality and reduce the chances of falling sick from such water-borne diseases as diarrhea and cholera.

Ways to disinfect water:

Boiling: Bring the water to the boil

Lugols Iodine Liquid: Add 4-5 drops per quart/liter of water

Iodine tablets: add 1 tablet per quart/liter and wait 20 minutes before drinking

Bleach: Add 4 drops per quart/liter. Wait 30 minutes before drinking

Solar Disinfecting Process: Fill a clean plastic bottle (quart/liter size) with clear water and place it in the sun for 4-5 hours before drinking

Portable water purification pump

Whichever method you use, have small plastic bottles or containers handy for holding the water once it has been treated.

We also suggest you have this page copied and laminated and kept with the water and iodine for easy reference.

Food Supplies

As with water, food for surviving the first few days after an earthquake should be stored in a safe, clean place in water and insect-proof containers. Every household

should store sufficient food for a minimum of one week's meals. Select foods that require no refrigeration and little water, preparation or cooking. Also, put in foods you know your family will eat.

The stock should be checked regularly and changed approximately every 3 to 6 months (more frequently for perishables; longer for tinned goods).

Your Emergency Food Supplies should contain items for each of the following types of foodstuffs in order to ensure balanced, nutritious and tasty meals:

Grains and Cereals: The mainstays here can be muesli, puffed rice and other instant breakfast cereals (not forgetting the children's favorites!). Other items, such as porridge, rice and pasta, may be stocked in limited quantities, but because they require cooking in water, are best avoided. Also include crackers, muesli bars and other cookies – but don't stock chocolate biscuits!

High energy foods: Peanut butter, granola and other trekking foods

Stapes: Salt, sugar, pepper, spices etc.

Dry and packet foods: Instant soups, noodles and puddings

Canned foods: Even if they are not normally part of your Kathmandu diet, canned foods will prove invaluable in times of emergency. Tinned vegetables, fruit, meat and fish, baked beans and even rice desserts, will provide nourishment and can be eaten hot or cold.

Dairy products: You can store both powdered and evaporated milk for adding to teas and coffees or desserts, but most dairy products will be impossible to store for long

Beverages: Instant powdered coffee, and tea (black, green or herb) in bags, kept in sealed storage jars will provide comfort (and caffeine, for adults).

Children's corner: Dried fruit, nuts and hard candies will provide comfort to children in times of stress. Powdered juice and cans of soft drinks will give energy and appease frightened children.

For babies: Ensure sufficient powdered milk and canned baby foods for very young children and babies – and make sure the water is clean when preparing.

Eating equipment: As well as food, store enough cooking and eating utensils for the whole family. You will find a manual can opener and sharp knife indispensable. Store a simple stove and fuel for cooking.

First Aid Medical, Hygiene, and Sanitation materials

R.I.C.E.*

Your medical/Hygiene supplies should consist of four parts:

First Aid Kit

Medical Supplies

Hygiene Materials

Sanitation Materials

The First Aid Kit:

Red Cross First Aid Manual or Where There is No Doctor

Adhesive bandages in assorted sizes

2 and 4 inch sterile gauze pads

2 and 3 inch roller bandages
crepe, elasticized (Ace) bandage
triangular bandage (for a sling)
cotton wool
tubular grips (for knees, ankles etc)
antiseptic wipes
thermometer
medicine dropper
assorted sizes of safety pins
scissors, tweezers and needles
disposable gloves
notebook and pencil/pen
blanket, polythene survival bag

If possible, learn basic First Aid, or brush up your skills

*R.I.C.E. = one thing you can do for the injured: Rest, Ice (or at least cold water), Compression and Elevation. Whatever else you do. DONOT PANIC.

Medical Supplies:

antiseptic cream or powder
petroleum jelly or other lubricant
prescription medicines required by family members (one month's supply, at least)
cold relief tablets etc
aspirin or other pain relievers
anti-diarrhea medication
antacids and indigestion tablets etc
syrup of Ipecac (used to induce vomiting)
laxatives
spare glasses, contact lenses, dentures
lavender, tea tree, eucalyptus oils etc

Hygiene Materials:

sunscreen and cold creams
insect repellants
soap and face cloths
shampoos and hairbrushes
toothbrushes and toothpaste
toilet paper and moistened towelettes
babies' diapers feminine supplies
towels

Sanitation Materials:

basin and liquid detergent
dish towels and wiping up rags
rubber gloves
plastic bucket with tight lid
brush and dust pan
disinfectant/chlorine bleach
plastic garbage bags (for disposing of waste)

Shelter, Clothing and Bedding

The earthquake could strike at any time of the year, day or night – there is no way to predict when. You have to be prepared for all eventualities, which means packing away a shelter to protect your family from the monsoons, and clothes to keep them warm in winter and cool in summer

For Shelter:

One or more tents, sufficient for the whole family
Strong tarpaulin sheets

For bedding:

camping pads
sleeping bags
blankets

For clothing:

at least one complete change of clothing per person, from the inside to the outermost layers
raingear, sturdy shoes, rubber slippers
wool hats and gloves
thermal underwear
sunglasses and sunhats
umbrella

Don't forget to put in the Entertainment Equipment

games and cards
music tapes and players for teenagers (extra batteries)
balls, skipping rope
books, paper, pens, coloring pencils
portable radio with batteries

Tools

Kathmandu is in an earthquake-prone zone. No matter the wealth or poverty of a country, or the number of rules and regulations governing building work, materials, work standards and housing designs NOT suitable for earthquake-prone areas are still being widely used. This has been shown in the most recent earthquakes of California, Japan, Iran, Turkey, Taiwan, and of course, Gujarat, India. Sadly, after an earthquake, we have to be prepared to dig our own way out. If you know of organizations with heavy lifting equipment, find out where these are kept, and who knows how to use them. Offer to learn if you can.

Large items:

fire extinguisher, a-b-c type
shovel, pick and crowbar
nylon rope – 2x50 foot rolls of _ inch and _ inch
protective clothing (strong jeans and thick sweaters)
heavy duty work gloves and boots
good goggles and dust masks
hydraulic jack

Small items:

a lockable metal box and plastic storage containers
strong and sturdy torch and extra batteries
radio and extra batteries
whistle
map of the area (for locating shelters) and compass
wrench, pliers, strong tape etc
candles and matches in waterproof containers
signal flare
paper, pencils, pens
strong thread and needles

All these supplies are no help if you can't get to them. Make sure every household member knows where and how to use them!

Your "Go-Bag"

When the earthquake comes, you will have to be ready. As the ground around you starts shaking; the houses start falling; the electricity lines send out dangerous sparks before the current disappears; there is no dial tone on the phone; water on the stove is boiling over onto the floor; the kids are yelling; and the neighbor's gas canister blows up – well, that's when you grab your Go-Bag.

This important item should be kept close to you, in the bedroom, in the trunk of the car, or near to the front door of your house where you can find it easily after the shaking has stopped and it seems safe to leave the building.

In you Go-Bag you should have photocopies of important documents, including:

- passport and visas
- birth and marriage certificates
- wills and insurance policies
- bank and credit card information
- an inventory of household goods
- recent passport-style photos of all household members (to aid in identification)
- some cash (Nepali rupees and dollars)
- a map of the city

Remember to include this Emergency Preparedness Manual