

**ORIENTATION & POLICY MANUAL**

**FOR**

**U.S. FULBRIGHT**

**DEPARTMENT OF STATE-FUNDED**  
**(CIES)**

**SENIOR SCHOLARS**

**IN NEPAL**

**THE COMMISSION FOR EDUCATIONAL EXCHANGE  
BETWEEN THE UNITED STATES AND NEPAL**

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## **I. INTRODUCTION**

This manual is primarily designed for American Fulbright Senior Scholar grantees (i.e. Lecturer/Researchers, or Research Grantees or Artists-in-Residence) who are coming to Nepal under Department of State/IIE/CIES auspices, whose grants are funded by the Nepal Fulbright Commission, and who receive their stipends and allowances from the Commission. It will be sent to such grantees following their approval, but prior to their arrival in Nepal, and is to be used as a guide and reference during the actual grant period in Nepal. It is not a grant document; all grantees should refer to their individual Grant Authorization Forms for the specific terms of their individual grants. This manual contains general information on grant benefits, travel arrangements, and academic assignments. In addition, it briefly describes living and working conditions in Nepal (mainly Kathmandu), and offers suggestions that we hope will be useful 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. Many general sections of this manual may also prove useful, however, to other types of grantees, such as “Regional Fulbright Scholars” and “Senior Specialists,” even though their grants are made by CIES and their grant terms may vary from those funded directly by the Commission. (Regional Fulbright Scholars and Senior Specialists, e.g., do not directly receive their stipends, housing, travel or medical benefits or allowances from the Commission.)

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 the Government of Nepal (GoN).

Our 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**

Fulbright Senior Scholar Lecturer/Researcher grants are designed to support a number of on-going projects formulated in country program proposals. The objective is to place American lecturers in selected Nepali university departments in order to: (1) assist in curriculum development; (2) develop the capacity for departmental and inter-departmental faculty research; (3) assist the training of graduate students by teaching courses which could not otherwise be taught; and (4) allow the American lecturer to enlarge his or her own understanding, both professional and personal, by living and working in Nepal. Fulbright Senior Scholar Researcher grants are designed to support American university faculty members by funding stipends for up to six months of research work on topics of their choice.

Applications for Senior Scholar grants are processed by CIES, which forwards them to the bi-national Fulbright Commission in Nepal for its consideration, and to the J. William Fulbright Foreign Scholarship Board, which gives ultimate approval. Once the grant for a U.S. professor has been awarded and accepted, the Nepal Commission is responsible for its administration. In return, the grantee is required to submit periodic reports to the Commission.

The numbers of grants made by the Nepal Commission depends on the level at which the Commission is funded by the State Department. From about 2002, the Commission has generally awarded four to five Senior Scholar grants and funded six or more student researcher grants annually.

#### **IV. GRANT BENEFITS**

Grant benefits are itemized in the grant document that Senior Scholars receive with their award letter. Keep your signed copy of the Grant Authorization Document for reference to your specific benefits. Generally, grant benefits for Senior Scholar Lecturer/Researchers will include the items discussed in the following paragraphs. *(NOTE HOWEVER, that the Commission's research-only grants, which are designated as "partial" grants, do not include many of the grant benefits included in the Lecturer/Researcher grants. Likewise, the benefits offered to Regional Research grantees and Senior Specialists are set, paid and governed not by the Nepal Commission, but by CIES.*

A. **Travel:** Fulbright Senior Scholar Lecturer/Researcher grants (but not Research grants) include purchase of, or payment for economy airfare from your home in the US to Nepal and from Nepal to the US by the most direct, economical route, for the grantee and for one dependent. Depending on the cost, this may mean purchase of two one-way tickets, since for longer stays in Nepal, two one-way tickets may be less expensive than purchasing a round trip ticket. (For purposes of the Fulbright grant, "dependent" means only a spouse, or a child under the age of 21.) The grantee's dependent must accompany the grantee in Nepal for at least 80% of the grant period in order to qualify for the dependent travel benefit. The timing of your arrival will of course depend on your grant. 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 make their own travel reservations without first consulting with and gaining clearance from the Fulbright Commission. Grantees are also advised to finalize their plans with the Commission at least 60 days prior to their planned arrival in Nepal. Please bear in mind that grantees must also inform the Commission of their hoped for return-date at least 60 days prior to their return to the USA, especially if the grantee is planning to leave Nepal during the high-travel season of December, when bookings are very difficult.*

1. Once you have communicated your travel dates and plans to the Commission, 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 that airline's 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.

A. Baggage allowance is also provided in the grant to Senior Scholar Lecturer/Researchers (but not Research grantees). 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 re-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 weekday if you wish to be met at the airport.

B. **Visas:** It is neither necessary nor advisable to obtain a visa for Nepal (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 in the US about this.) At least six weeks prior to departure grantees should inform the Commission by e-mail ([fulbcomm@fulbrightnepal.org.np](mailto:fulbcomm@fulbrightnepal.org.np)) of their complete passport information, including for any dependents. Dependent children qualify for an official, long-term Nepali visa only while they are under the age of 21. 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.)

Please send the following information for the grantee and each accompanying dependent to the Commission:

- Name
- 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 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 who are funded through the Commission at the airport and assist them in getting settled. Orientation by the Commission staff is generally conducted on an individual basis. Grantees will be briefed on their assignment and introduced to Nepali culture. The Commission usually holds a reception for Lecturers some time after arrival to meet members of the Commission's Board of Directors and many of the Nepali and Americans with whom they will be working. In addition to the briefing by the Commission, there is also a briefing by the Embassy's Security Office.

D. **Maintenance Stipend**: A monthly stipend (the exact amount is indicated on your Grant Authorization Form) is provided to Lecturer/Researcher and to Research grantees to cover the grantee's living and other expenses. Stipends are paid for each full month that the grantee is in Nepal and on a daily pro-rated basis for each partial month that the grantee is in Nepal. Fulbright regulations do not permit payment of the stipend for periods that the grantee is not in Nepal. The stipend is paid 50% in dollars and 50% in rupees, although the total monthly stipend amount in any given month is ordinarily given either all in dollars or all in rupees. Lecturer/Researchers also receive other grant benefits, including: an incidental allowance; housing; language; relocation allowance; and book allowance, which are described in the Grant Authorization document. Occasionally, grantees may wish to have their dollar-denominated stipends sent to their bank accounts in the US by wire transfer. For this purpose, be sure to bring a sample check from your US account and ask your US bank to provide you with the information needed for effecting a wire transfer, including the bank's "Swift Code." (*Note: Research grantees receive only a monthly stipend, and no other allowances.*)

E. **Housing Allowance**: The Nepal Commission, in contrast to most other Fulbright programs in other countries, is often able to provide, or to arrange for, basically furnished housing for Lecturer/Researcher grantees (but not Research grantees) who are posted in Kathmandu. Household staff, however, are employed by, and their salaries are paid directly by the grantee (see p.16, below and Appendix II for details). Likewise, grantees must pay for their own utilities. Although housing is not included in the Research partial grant, the Commission will provide information to assist Researchers in locating housing.

F. **Language Training Allowance**: A small sum of money is allocated for in-country language lessons for Senior Scholar Lecturer/Researcher grantees. 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. The Senior Scholar Research grant does not include a language allowance.

G. **Incidental Allowance**: Senior Scholar Lecturer/Researcher grants include 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. The Senior Scholar Research grant does not include an incidentals allowance.

- **Reimbursement Claims**: Claims should be submitted to the Fiscal Officer and reimbursement will normally be made by him 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 of professional societies, to lecture at campuses upon invitation, and to conduct research. The Commission, however, does not approve long-distance travel for a single lecture, and 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 film, 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 and services**: necessary for one's project 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.
- **Ownership of Non-Expendable Items**: Please note that, according to Foreign Scholarship Board policy, all non-expendable equipment and books purchased with the Fulbright grant are the property of the Fulbright Commission. These can be donated by the grantee to the department where the grantee is officially assigned, or to another institution in Nepal, with the approval of the Commission. The Commission, however, allows 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. **Relocation/ Settling-In Allowance**: A small allowance is provided to reimburse Lecturer Researcher Grantees with settling-in expenses. The allowance is for non-expendable items, such as furniture, kitchen items, etc. Retain invoices for such purchases for presentation with your reimbursement requests. The Senior Scholar Research grant does not include a relocation allowance.

I. **Book Allowance**: A book allowance is provided for U.S. Lecturers or Lecturer/Researchers to enable them to purchase books for their own use in connection with their teaching assignments and for eventual donation to their appropriate Nepali campus or departmental library. The Senior Scholar Research grant does not include a book allowance.

J. **Excess Baggage & Grant-Related Books**: Lecturer/Researcher grantees are entitled to a limited *reimbursement* allowance for accompanied excess baggage. Most grantees use their baggage allowance at the end of their stay when they have acquired Nepali gifts, handicrafts, etc., to send home. The Senior Scholar Research grant does not include an excess baggage allowance. The Public Affairs Officer of the U.S. Embassy in Kathmandu has also made special arrangements for book shipments by Senior Scholar grantees via the diplomatic pouch. Both Lecturer/Researchers and Researcher grantees may send (at their own expense) up to four boxes of books or educational materials to:

YOUR NAME C/O PAO-Kathmandu  
ATTN: Fulbright Commission  
Department of State  
6190 Kathmandu Place  
Washington, D.C. 20521-6190

Regulations require that the book boxes weigh no more than 40 pounds each and that the total dimensions of the boxes (height + length + breadth) not exceed 62 inches. Book shipments through the pouch generally take 4-6 weeks to reach Nepal. Please notify the Commission in advance if you are sending any books via the pouch so that we can make the appropriate arrangements with the US Embassy in Nepal.

#### K. **Unaccompanied Baggage**

The shipment of unaccompanied baggage (with the sole exception of grant-related books, as discussed above) is strongly discouraged, for a variety of reasons. Shipment by surface mail usually takes 3-6 months from the U.S to Nepal and is subject to delays, and pilferage. We recommend that grantees bring with them all that they will need as accompanied baggage. If you do decide to ship unaccompanied baggage, it is entirely your responsibility. Take extreme care in preparing the shipment, since it will receive rough handling en route. Although the Commission will give whatever assistance it can, it assumes no responsibility for loss, damage or delay. To avoid delay, ship through Bangkok rather than New Delhi.

In order to clear baggage through customs, the Commission needs:

- 1) One set of keys (If the baggage is arriving ahead of the grantee);
- 2) A detailed list of contents, with approximate values;
- 3) A letter authorizing the Commission to receive the baggage on the grantee's behalf.

Clearing shipments through Nepali customs is a lengthy and unpleasant process. Grantees interested in a "total immersion" in the cross-cultural experience are invited to accompany the Commission staff to the Tribhuvan airport customs shed!

L. **Insurance**: Through a State Department program, Fulbright program provides basic health and accident insurance for *all* CIES Fulbright grantees, but not to their dependents. This Fulbright insurance however, is considered secondary to any other insurance a grantee may have and grantees are strongly advised not to give up any existing insurance they may have in anticipation of the Fulbright/USIA coverage. The Department of State health policy for Fulbrighters provides for medical evacuation if necessary. **Remember, the State Department 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.**

M. **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. Grantees whose grants include international travel, and who terminate their grants prior to completing at least 80% of the grant period may lose their return travel allowance. Fulbright regulations prohibit the Nepal Commission 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 generally may not be extended, although if the grantee makes a strong case for extension in order to finish a project, "no cost" extensions 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. (For additional discussion of grant terminations in the event of an evacuation, please refer to section XI, below.)

## V. **FINANCES, TAXES, ETC.**

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.

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).

U.S. Income Tax: Fulbright grants are taxable as US income. However, neither IIE, the Fulbright Commission, nor 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. 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 provide 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/](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 some of 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 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. Yarn goods, mostly cotton and/or polyester, are available in Kathmandu, as are inexpensive tailors. Bring extra underwear because the selection in Kathmandu shops is limited. Made-to-order clothing can supplement but certainly not substitute for bringing along all the clothing you will need during your stay, although the bazaars of Kathmandu are overflowing with low-priced (and often reasonably good) "knock-offs" of famous brand name clothing, particularly outdoor clothing.

While dress is generally informal in Kathmandu, as U.S. representatives abroad, Fulbrighters should try to look well-groomed on all occasions. A set or two of dress clothes for receptions and other engagements will be necessary. Special clothes items like bathing suits, sportswear, and formal wear may be difficult to buy in Kathmandu.

B) Household and Miscellany: Lodgings for Senior Scholar Lecturer/Researcher Fulbrighters are equipped with basic furniture and household items (dishes, silverware, pots and pans, water filters, bed linens and blankets). Past grantees suggest supplementing these basic furnishings according to personal preferences. For example, you may bring a favorite cookbook, small utensils such as a garlic press or vegetable peeler, bed linens and 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. No Fulbright housing currently has these features, and such 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](http://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.

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

## **VIII. SUPPORT SERVICES**

The Fulbright Commission (through the U.S. Embassy) will arrange for official visas for grantees for the period of their grant. Trekking permits for out-of-Valley field research sites are sometimes difficult to obtain but the Commission will also assist grantees in securing them if your work makes this necessary. 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.

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.

## **IX. LIVING IN KATHMANDU**

1. Mail/shipments through the Diplomatic Pouch: Nepal is a member of the International Postal Union and has regular mail service with other countries but it is not reliable. For this reason in February 1986, for letters only (and they must weigh under one pound), the privilege of the State Department diplomatic pouch was granted to Fulbright grantees in Nepal. 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 and may be purchased in limited quantities from the Fulbright office. **PLEASE NOTE**: This privilege is only for first class letter mail and is not terribly fast, as letters going to or coming from Nepal can take as long as a month. With the exception of sending packages of grant-related books and materials to yourself described above under the heading “Excess Baggage and Grant-Related Books,” (see p. 8), 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.

If you have friends who will be writing to you from countries other than the U.S., in the interest of speed they might want to write to you in care of the Commission's post office box (The Fulbright Commission, Post Box 380, Kathmandu, Nepal). However, there is always a risk of loss or theft with regular international mail. **Checks and cash should not be sent through the international mail.**

In addition to the regular mail, grantees may also send a receive documents using one of the international courier services such as DHL or FedEx, both of which have offices in Nepal. These courier services however, are generally limited to the sending and receipt of documents only. Though generally reliable and fast, they tend to be expensive. Documents sent to you via these services should be addressed to you at the address below, and please advise senders that including the phone number is vital:

The Fulbright Commission/Nepal  
P.O. Box 380  
Gyaneshwor  
Kathmandu, Nepal  
Tel: 4444780

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 (other than documents) is to have them sent through international mail (The Fulbright Commission, P. O. Box 380, Kathmandu, Nepal). Although grantees are entitled to customs-free entry of packages, the Commission does not recommend such shipments, as the clearance procedure is an eleven-step process. Moreover, the loss rate is very high.

4. Housing: The Nepal Commission has for several years maintained a furnished house in the Tangal area of Kathmandu and a furnished house in the Dhobighat area of Patan for Fulbright Lecturer/Researchers. The Tangal house in particular has domestic staff who have long been associated with it (See Appendix II) and who are available for employment by the grantees. Housing is provided to Fulbright Lecturer/Researchers as part of their grants, but whether that housing will be one of the Fulbright Houses or an apartment depends on how many Fulbright Lecturer/Researchers are in Nepal at one time.

5. Transport: Taxis are readily available in Nepal and are (compared to the U.S.) quite cheap, with a cross town, 30-minute ride rarely exceeding \$5.00. TU's Kirtipur Campus (where most Fulbright lecturers assigned to TU teach) is more than four miles from town. The KU School of Management is more centrally located, but Lecturer/Researchers affiliated with KU often commute to the KU Central Campus, which is located 45 minutes from Kathmandu.

Unlike Fulbright programs anywhere else in the world, through the past generosity of American Embassy hand-me-down vehicle donations, the Nepal Commission has been able to maintain one car for leasing (available only to Senior Scholar Lecturer/Researchers grantees) during business hours. Please note however, that the Commission can never guarantee the availability of the car to grantees, especially when there are two or more Lecturer/Researchers in country simultaneously. The lease cost is based on mileage at \$0.18/mile. Grantees must pay for their own petrol/gasoline. Duty-free gasoline is available through the Embassy at Phora Durbar (current cost: approx. \$.70/liter). A commissary account number is required for billing. The Commission takes care of normal repairs for the car, but not the cost of any damages incurred while being used by a grantee, for which the grantee will be held responsible.

Because driving in Kathmandu can be challenging (and that's putting it mildly!), we do not permit grantees to drive the Commission's vehicles themselves. The current monthly salary for a driver, which must be paid by the grantee, is approximately \$130/month.

6. 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.

7. Children's Education: The Fulbright grant provides no tuition allowance. However, Fulbright professors who have children in grades K-12 may, through prior arrangement with the school, enroll them in the American International School (Lincoln School) in Kathmandu,. The school year begins the last week of August and continues to the middle of June. Tuition is extremely expensive, though it does depend on grade level, and there is also a one time capital investment fee of \$2000. This capital fee may be waived or reduced for those students enrolled less than a full year. Bus service for the year is \$650. Those interested in contacting Lincoln School may visit their website: [www.lsnepal.com](http://www.lsnepal.com)

There are no other education facilities in Nepal that provide an American style education. The British Primary School which is considerably less expensive than Lincoln School, accepts ages 5-13. There are also several good international pre-primary schools in Kathmandu.

8. Employment Opportunities for Dependents: Finding local employment is often difficult, but it is not the responsibility of the Commission to find work for dependents. Full and part-time work is available from time to time with international agencies or with local consulting firms. For those with advanced degrees, teaching appointments at Tribhuvan University are sometimes possible, but generally at Nepali wages. Lincoln School occasionally has positions open for substitute teachers. Volunteer possibilities are much more abundant.

## **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.

The Prime Minister 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 of Tribhuvan University 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, approximately 45 minutes drive from Kathmandu. 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 School of Management.

2. U.S. Lecturers: A Fulbright lecturer is responsible for assisting TU or KU faculty with teaching, advising graduate students and consulting on curriculum development and most importantly faculty development. The latter can be done through giving special seminars or lecture series, guiding research work, and collaborating on grant proposals.

With reference to teaching duties, this may mean that the department lacks trained faculty members in a particular area, and has requested the Fulbright lecturer to assist. However, as contradictory as it may appear, this does not necessarily mean that the department has decided what courses the lecturer is to teach!! Incredible as it may seem to someone coming from a US university, such decisions are normally made during the first two weeks of the term, just before the beginning of regular classes, when the lecturer and the department chairman discuss the course responsibilities. The Commission will do its best to provide advance information whenever possible, but it is often impossible for us to know individual responsibilities in detail before a lecturer arrives in Nepal.

Lecturing to Nepali students requires adjustments on the part of the visiting professor. Degree (M.A.) students are equivalent to American undergraduates in age and training. The students are products of a system that stresses memory and rote learning and

which places little or no emphasis on independent thinking and research. They have had little or no experience in discussion-oriented education or independent reading and self-expression. Brighter students are usually able to respond to a different classroom technique, but a certain amount of resistance to change is also often encountered. One recent Fulbright lecturer overcame this problem by initiating a research project that was largely designed and executed by the students themselves, although a great deal of guidance was necessary.

The other major problem encountered by the American professor is communication. Although English is the medium of instruction at the graduate level, students have had limited exposure to English native speakers. "Nepali English" may be difficult to understand, as may your accent and manner of speaking. As one recent Fulbright professor reports:

"I have found that it is necessary to speak extremely slowly and distinctly, repeating each point over and over again in the simplest possible terms. Any complicated words must be defined in as simple a manner as possible. There are quite a few students who initially can comprehend only 40 to 50 percent of what you say ...."

Although the University expects the Fulbrighters to fulfill a consultative role in departments, the grantee may find no readymade forum through which to execute this function. Faculty meetings are rare. Talking with colleagues before and after classes, going on department picnic, or inviting students and faculty to one's home have proved to be the most effective way to advise and consult.

It is important for the Fulbrighter to be able to distinguish what is possible to change from that which is beyond reach. Reformation of the entire department is impossible, but some changes that colleagues at first think are out of the question might be possible with enough patience and drive. The most successful reforms are those accomplished through Nepali colleagues behind the scenes. Everyone may know that the grantee is the catalytic force. It is important that new ideas come from Nepalis convinced of their value and willing to speak for change. This quote from a previous grantee puts it well:

"Since personal relationships within a department are usually a delicate matter, my suggestion is that it is wise for the visiting professor to adopt a 'low profile,' i.e., a relatively quiet and modest role within the department. You are working with a group of people who can be sensitive about their education and qualifications. They are quite aware that their American visitor is a highly-trained professional whose career may be more distinguished than their own. They are sensitive to the fact that most of the new approaches to your discipline, the most adventuresome research, and most of the usable published works have all originated in the United States. What they will not welcome are gestures which imply that the American discipline and American professors are superior to their Asian counterparts. Any kind of behavior which implies that the Fulbright professor has come to bestow the 'gift' of superior American academics upon them can and will be deeply resented. What your colleagues will appreciate, I think, is a modest and humble spirit of cooperation in the attainment of the goals they have set for themselves. Most important is that the Fulbright professor not

attempt to outshine or supplant the chairman. If the chairman sees that the Fulbright professor has come to help, to cooperate, and not to overshadow the entire faculty, he will accept you fully as colleague and friend and depend upon you more and more as the year progresses. I have found that working with the chairman and other members of the faculty has been a most rewarding experience, both professionally and personally.”

TU and KU are aware of the need to instigate research projects, both in student training and among faculty. Since most faculty have been trained in a tradition that emphasized memorizing theoretical knowledge, few of them know how to begin conducting research. Part of the Fulbrighter’s role, therefore, is to help initiate research projects among his colleagues and students. In addition, most grantees will want to conduct their own research projects in order to make their time in Nepal as valuable and satisfying as possible.

Finally, it is important to remember and be sensitive to the vast difference between the amount of money a Fulbright Scholar earns (even from your Fulbright grant, which may be only a fraction of your university salary in the US) and that earned by your university colleagues in Nepal, where even a full professor’s salary is usually less than US \$250/month.

3. U.S. Research Scholars: Senior Fulbright Researchers whose grants are funded by the Nepal Commission (as opposed to Regional Researchers whose grants come directly from CIES) may be affiliated with an appropriate department at TU. This is done after arrival in country by submitting an application to TU. This process is however, essentially a formality for Fulbright grantees, since their visa does not depend on the University, but is arranged by the American Embassy directly through the Foreign Ministry. At the end researchers usually, as a courtesy, submit reports to the Commission, the appropriate TU Institute, and the Research Division. They may also be asked to contribute short articles or seminars papers for TU journals or even teach a class. Although the researcher’s primary assignment is to complete his or her project, the Fulbright Commission expects the researcher to be committed to the ideal of an exchange of scholarly knowledge with Nepali colleagues. Since there are limited institutionalized channels for this type of colloquy, part of the researcher’s task is to explore new ways in which this ideal may be put into practice.

The commission’s support to the research scholar includes assistance in obtaining an official visa, the loan of basic household furnishings, and mail service. Unlike the lecturers, researchers are here to carry out their own projects and thus function much more on their own. Scholars are also entitled to American Embassy commissary, recreational, and diplomatic pouch privileges.

4. Shortage of books: In comparison with many university libraries in South Asia, TU has a fairly large collection, over 100,000 books, but it may be spotty or out of date in a particular field. Local bookstores are poorly stocked. It is wise, therefore, to send (via pouch to American Center) a supply of text and reference books for your own use and, if possible, extra materials for students. Donations of books to the library or a particular department will be very much appreciated. If you intend to apply for reimbursement for books purchased for your grant assignment that will be donated to TU, these purchases

should generally be approved in advance (See Section III “Grant Benefits,” Section C-Incidental Allowance and Section D-Book Allowance) and receipts must also be provided.

5. 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.

6. Reports: The Commission requires two types of reports, and they are considered vital. The first is in house; each grantee is asked to make a brief report of his or her activities every two months so the Commission 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.

There are also midterm and final reports that must be submitted online to CIES in a timely fashion. PLEASE bear in mind that it is your responsibility to record your password and keep track of it! After you log-in the first time (i.e. for the midterm report) you will be prompted to change your password, and you must write it down and keep track of it at that time so that you can complete your final report. Reports 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. Please do consider reading the reports of earlier grantees—or contacting them directly with questions—Fulbright alumni can often give valuable advice from a peer perspective.

## **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 below)
- 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 below)
- d. *Grantee is reassigned without curtailment of grant.* (See below)

## 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><b>Emergency Numbers</b>  <u>US Embassy Post One</u> (24 hours):</p> <ul style="list-style-type: none"> <li>• 4007266 (direct)</li> <li>• 4007269 (direct)</li> <li>• Through US Embassy switchboard: ext. 4100</li> </ul> <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><b>Other Numbers</b>  <u>US Embassy</u>  <i>Switchboard numbers (office hours):</i>               4007200</p> <p>Consular Section Chief:               ext. 4126</p> <p>Regional Security Officer (RSO):               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&amp;B Hospital:</u>        5531930, 5531933</p>	<p><b>The Commission for Educational Exchange between the US and Nepal (USEF/Nepal)</b></p> <p>4444779, 4444780, 4437330, 4437332</p> <p>4414598 (EAC)</p> <p><u>Fax:</u> 4410881</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;"><u>Residence</u></td> </tr> <tr> <td>Peter K. Moran</td> <td style="text-align: right;">4415932</td> </tr> <tr> <td colspan="2">(peter@fulbrightnepal.org.np)</td> </tr> <tr> <td>Yamal C. Rajbhandary</td> <td style="text-align: right;">5534657</td> </tr> <tr> <td colspan="2">(yamal@fulbrightnepal.org.np)</td> </tr> <tr> <td>Basu Manandhar</td> <td style="text-align: right;">4419828</td> </tr> <tr> <td colspan="2">(basu@fulbrightnepal.org.np)</td> </tr> <tr> <td>Mily Pradhan</td> <td style="text-align: right;">4375829</td> </tr> <tr> <td colspan="2">(mpradhan@fulbrightnepal.org.np)</td> </tr> </table>		<u>Residence</u>	Peter K. Moran	4415932	(peter@fulbrightnepal.org.np)		Yamal C. Rajbhandary	5534657	(yamal@fulbrightnepal.org.np)		Basu Manandhar	4419828	(basu@fulbrightnepal.org.np)		Mily Pradhan	4375829	(mpradhan@fulbrightnepal.org.np)	
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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](mailto:mpradhan@fulbrightnepal.org.np). Her phone number is 4444780. The ED's email is [peter@fulbrightnepal.org.np](mailto:peter@fulbrightnepal.org.np) and his phone number is 4410344. Yamal Chandra Rajbhandary's email is [yamal@fulbrightnepal.org.np](mailto:yamal@fulbrightnepal.org.np) and his phone number is 4437334.

Fulbright Commission/Nepal  
 April 2008

## APPENDIX I

### Cost of Living in Kathmandu

Compared with anywhere in the US, living costs are not high in Kathmandu, so Fulbright grantees generally find the grant stipend to be quite adequate. However, in order to help familiarize you with the kinds of expenses you will be responsible for, there is a brief summary below of expected living expenses.

**Rent** – Senior Scholar Lecturer/Researcher grants include a housing allowance and thus such scholars do not pay rent from their grant stipend. Research grantees however, must cover their housing and all other expenses from their stipend.

**Household Staff** – The cost of staff depends on how many servants a grantee employs. A full-time cook will cost about \$85-110/mo.; a driver \$100-120; a housekeeper \$65-80/mo. The Commission has a long-standing, experienced household staff in place at the Fulbright house, but the final choice of how many staff are employed depends upon the grantee.

**Utilities** – Grantees must pay for their own utilities. Water is approximately \$8.20/mo., and electricity is fairly expensive. In the warm months electric bills may be \$75-110/mo, but the winter (December, January, February) the bills may range from \$150-300, depending on how extensively grantees use electric space heaters and water heaters.

Telephone bills vary according to the use of the grantee. The basic monthly charge with an allotment of 10 local calls is only \$3. Long distance calls, however, are expensive. For example, it costs about twice as much to call the U.S. from here as from the other direction. Some grantees end up with international phone calls of \$200 or more per month, but with the availability of e-mail, and internet telephony programs, phone costs have steadily dropped. Kathmandu now has several Internet Service Providers and the cost for unlimited internet access is currently about \$35/month.

**Food** – If grantees buy their food on the local market, which has excellent grains and vegetables, their food bills will be low. Most two to four member families can keep their fresh food cost to about \$150 a month. However, use of the U.S. commissary will inflate your food bill substantially. It is hard to do one round of shopping at the commissary that does not come to \$100. The prices for groceries are often twice the U.S. price and frozen foods from Singapore are often three times as high as the U.S.

**Car** – The cost of renting a car, if available, from the Commission is based on mileage at a rate set by the Embassy to cover use, maintenance, and repair (\$.18/mile) Gasoline (available at the American recreational compound duty-free) costs \$.70/liter.

**Fuels** – Cooking gas is reasonable –a cylinder costs about \$18.00 and should last 3-4 weeks. If kerosene heaters are used in the winter, the cost might be about \$2/mo.

## APPENDIX II

### Housing and Household Servants

The Nepal Commission has for several years maintained a furnished house in the Tangal area of Kathmandu and a furnished house in the Dhobighat area of Patan for Fulbright Lecturer/Researchers. The Tangal house has three domestic staff who have long been associated with it and who are available for employment by the grantees; the Patan house has one part-time housekeeper and cook. Housing is provided to Fulbright Lecturer/Researchers as part of their grants, but whether that housing will be the Tangal or Patan House or an apartment depends on how many Fulbright Lecturer/Researchers are in Nepal at one time.

Having household servants is a great convenience and can enable grantees to make the most of their grant time and get more accomplished. Although many Americans may be initially uncomfortable with having servants, invariably, they find that they add greatly to the ease and pleasure of your stay in Nepal, not to mention the fact that the practice provides much needed employment to local people. There are, however, certain obligations and customs that go along with having servants. These will be discussed in the in-country orientation, but some main points are presented in brief below.

A Fulbright professor may employ one to three servants—a cook, a housekeeper, and a driver. The number and mix of staff is up to the grantee ultimately, but the Commission generally has a cook and a driver on hand, and a housekeeper is on continual retainer so that the houses are kept clean between grantees. The night watchman (called *chowkidar*), who also does some gardening, is a regular employee and has worked at the Fulbright House since 1989.

1) **Salaries:** Salaries range from approximately \$90 to \$150 per month (with a six-day work week). The highest paid servant is generally the cook, who also often has the best English skills. In order to maintain ongoing servants in the houses Fulbright professors over the years have paid extra salary beyond the period of their grant time on order to keep the continuity in the servants. For example, if a grantee arrives in the middle of the month, he pays the servants for the whole month. Grantees that arrive in the late summer/fall bear the responsibility for paying the Dasain bonus (see below); grantees who come second semester pay for an extra month beyond their stay by paying for the month of July. In that way the servants do not miss any month's pay.

2) **Holidays:** Nepal is a country of festivals and holidays but there are two major holidays for which all staff members will need days off. The Dasain festival is Nepal's biggest holiday. It usually falls in October. Staff members will generally require three to four days leave. It is also customary to give an extra month's pay plus a gift of clothing to staff members at this time. The GoN and all foreign agencies routinely budget their personnel on a 13-month basis, in order to pay the Dasain bonus.

The next most important holiday is Tihar, which falls in late October or early November. Generally two days are given in leave.

Staff members may ask for other days off for death anniversaries of family members, for Ghoda Jatra (major Newar holiday), for wedding of family members, etc. These requests should be rare, however; repeated requests should be reported to the Commission.

3) **Clothing:** During an employer's stay it is expected that they will give one set of new clothes to their staff members. If a grantee has given clothes for the **Dasain** holiday then it is not necessary. Often grantees that come in August/September, give the month's bonus for **Dasain** but give clothing later in the year. The gift of clothing can be in the form of money or actual clothes. For men it means cloth for a shirt and trousers; for women it is a sari. Grantees sometimes make gifts of used clothing to staff at the time of their departure, a gesture that is very much appreciated.

4) **Medical, transport costs:** Servants will look to their *memsahib* and *sahib* for all types of advice and expertise. They may tell you about their wounds and their illnesses, expecting that you can treat or assist them. The best thing is to refer them to one of the hospitals or to Kalimati clinic, so that a doctor sees them and possibly prescribes medicine. Medical costs for staff are generally borne by the employer. Staff members who ride bicycles (generally male servants) may ask for financial assistance to pay for bicycle parts and repairs. This is customary. If servants do not have bikes, a small transportation allowance is generally paid with the salary.

5) **Meals:** One of the "perks" of working in a Western household is receiving good food during the working day. Servants generally get tea/toast in the morning, a Nepali hot lunch, and an afternoon tea. The lunch is rice, daal, and curried vegetable. Meat is provided once a week.

6) **Departure time:** At the time a grantee leaves Nepal a "janne bela" bonus is usually given. The amount depends on how long the servant has worked for you and how well. This can be discussed with the Commission's Executive Director. Although the gardener/night watchman at the Fulbright house is not paid directly by the grantee, usually he is given some bonus at the time of departure.

7) **Performance problems:** If problems come up with a staff member's performance, please discuss these with the Commission's Executive Director and or Fiscal Officer. Often they are a result of misunderstanding or miscommunication and can be cleared up. All the household staff in the Fulbright houses have worked for many other Fulbright professors and have been retained because they have proven themselves over the years and their continued employment is a matter of the greatest concern to them.

## APPENDIX III

### 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](http://www.ciwec-clinic.com)

APPENDIX IV

**Vaccine Schedule for Children**

Newborn	# 1 Hepatitis B (0.5cc IM)
1 month	# 2 Hepatitis B (0.5cc IM)
2 months	# 1 DTaP (or DPT) (0.5cc IM) # 1 IPV (0.5cc IM or SQ) # 1 Hib (0.5cc IM) # 1 Prevnar IM
4 months	# 2 DTaP (or DPT) (0.5cc IM) # 2 IPV (0.5cc IM or SQ) # 2 Hib (0.5cc IM) # 2 Prevnar IM
6 months	# 3 DTaP (or DPT) (0.5cc IM) # 3 Hib (0.5cc IM) # 3 Hepatitis B (0.5cc IM) # 3 Prevnar IM
9 months	Measles Vaccine
12 months	IPPD (0.1 ID) Same day or 30 days before or after measles. Varicella (Varivax) 0.5cc SQ # 3 IPV (0.5cc IM or SQ) <u>6 - 18 months</u> JBE 0.5 cc age 1-3 and >3, 1.0 cc
15 months	# 1 MMR (0.5cc SQ) # 4 Prevnar IM
15 - 18 months	# 4 DTaP (or DPT) (0.5 cc IM). # 4 Hib (0.5cc IM)
2 years	<ul style="list-style-type: none"> <li>• Hepatitis A (Havrix 720 EL. U) series of 2 (day 0 and 6 months);</li> <li>• Meningitis A + C</li> <li>• Rabies (Rabipur) series of 3 (day 0 , 7 and 21 - 28) 1 cc IM</li> <li>• Typhoid (Typhim Vi) 0.5cc IM. Booster every 3 years.</li> </ul>
3 years	Booster every 3 years. Meningitis Booster
4 - 6 years	# 2 MMR (0.5cc SQ) # 4 IPV (0.5cc IM or SQ) # 5 DtaP (0.5 cc IM)

Prevnar: 12-23 mos - if unvaccinated with Prevnar - 2 vaccines, 2 mos apart

➤ 7 mos if unvaccinated with Prevnar 2 vaccines 2 mos apart plus booster @ 12 -15 mos

Age 24 -59 mos. Should receive 1 dose.

9/18/03 - vaccine schedule - med/doc

## **APPENDIX V (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

Lugol's 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

