

**FLORIDA ATLANTIC UNIVERSITY
OFFICE OF INTERNATIONAL PROGRAMS
STUDY ABROAD PROGRAMS**

**SAFETY AND EMERGENCY PLAN WHILE ABROAD
FOR**

STUDY ABROAD PROGRAM TITLE: _____

CITY, COUNTRY, YEAR: _____

Dr. _____, Program Leader & Professor of Record

Additional Program Leaders: _____

I. Introduction

The safety and security of FAU students while studying abroad is of the utmost importance. While it is impossible to plan for all the contingencies that may occur during a Study Abroad Program (SAP), the Office of International Programs (OIP) has adopted revised procedures to be followed in the case of incidents or emergencies. All measures are designed to provide a safe learning and living environment for the students while they are overseas. These procedures will also enable the faculty leader of a SAP, OIP and the rest of the university to react in a responsible, efficient, and thorough manner when emergencies do arise. These procedures also provide students with the information and guidance they need to have a safe study abroad experience. This safety and emergency plan will be given to all SAP participants and reviewed by the faculty and students prior to the start of the program.

II. Student Conduct While Abroad

This safety and emergency plan while abroad does not deal in the specifics on the applicable codes of conduct students are expected to follow. Students are provided with a description and list of the rules and regulations to be followed while studying abroad within the application packet submitted to OIP. That information will be reviewed at the pre-departure orientations held prior to the start of a SAP. Since some forms of disruptive or illegal student behavior can impact the safety and security of the individual student and/or the group, all students going on a SAP will be informed of the types of behavior that violate the code of conduct and the consequences of violating the code of conduct. Students will also sign an acknowledgement of the receipt and agreement to the codes at the time of their application to OIP.

III. Safety and Emergency Planning Steps

A. Registering at the Local U.S. Embassy

Prior to their departure all students should register on-line at the US Embassy in _____ (COUNTRY)

(http://travel.state.gov/travel/tips/registration/registration_1186.html). In selected cases the program leader may decide to register all students for the SAP directly, in which case the program leader will make this clear to the students at the pre-departure orientation. Students should let their family members know they can keep abreast of the political climate of _____ (COUNTRY) by reading <http://travel.state.gov/>.

B. Contact Numbers for the SAP Faculty and Students

The American Citizen Services (ACS) Unit is located at:

Address: _____

Telephone: _____

Fax: _____

For emergency assistance after hours, American citizens may call:

Telephone: _____ and ask to speak to the duty officer.

The American Citizen Services Unit handles a wide variety of services. The unit issues emergency passports, processes passport applications, provides notary services, voting information, and documents births and deaths of Americans in _____ (COUNTRY). It also assists travelers in distress, e.g. in acquiring funds from home, in arranging for medical care, or in assisting Americans who are arrested or incarcerated in _____ (COUNTRY). (<http://www.usembassy.gov/>).

The Program Leader will share with the students contact information on the nearest medical clinics and/or hospitals, and the nearest police station on site for the SAP as follows:

Clinic(s): _____

Hospital(s): _____

Local Police Station(s): _____

C. Copies of Passports

Students should make copies of his or her passport (photo page) to leave with: a) family member in the US, b) the FAU Office of International Programs, c) the Program Leader and d) one for the student. It is recommended that students carry their own copy of their passport at all times. The Program Leader should take their copies of all students passports pages on the program and especially when traveling on an overnight SAP excursion since this will be needed for hotel check-in.

D. Cell Phone Access to Program Leader and Students

The Program Leader will carry a cell phone to have access to students 24 hours a day, 7 days a week during the SAP. This cell phone number will be given to OIP and SAP students prior to

their departure, or within 48 hours of your arrival at the study abroad site. Students should also provide the Program Leader and OIP with any cell phone numbers they may have while abroad.

Students must inform the Program Leader, his or her roommate and a designated buddy (fellow student who is not traveling with the student) when they take a trip that is not part of the SAP. Additionally, students and the Program Leader should establish a buddy system where one other SAP student knows another student's daily activities. This is a precautionary measure and in no way is to be construed as a violation of privacy. The Program Leader shall also establish a local meeting location in the site(s) of the SAP, where all SAP participants should know to gather in the event of a program disruption or other form of emergency. This meeting location for emergency situations should be identified and discussed at the pre-departure orientation. Special care should be taken to keep all participants informed of their whereabouts while on excursions.

E. In the Event of an Emergency

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed the safety and well-being of program participants. Emergencies will include, though not be confined to, the following types of events and incidents:

- Hospitalization or requiring emergency room care
- Serious illness (physical or emotional), or death
- Disappearance, kidnapping, or missing SAP participant
- Victim of a violent crime, sexual assault, or rape
- In a location where a natural disaster, terrorist attack, or civil unrest has occurred
- Arrest, incarceration, deportation
- Family emergency
- Faculty leader is hospitalized or receiving emergency care

The Program Leader, or her representative, will first ensure safety of the SAP participant(s), and then immediately inform FAU by calling the FAU emergency contact numbers listed below:

1. **Office of International Programs 561-297-3282 or 297-1208** during normal business hours Mon-Fri. 8 a.m. to 5 pm.
2. **The FAU Police at 561-297-3500** after business hours and on weekends and holidays.

The Police line is covered 24/7 and they will in turn contact OIP using a call list of available OIP staff and other FAU officials as needed. OIP will then contact relevant offices, the Program Leader, and other units to assist in the emergency.

Please note the Program Leader should not send an email notification of an emergency as the point of first contact. Email is not to be relied upon in an urgent situation since it might be delayed in transmission, or may not be read by OIP staff for several hours or immediately on weekends and holidays. (Once a call has been made to the FAU Police, a follow-up email may be sent to OIP for back-up notification.)

OIP and the Program Leader will agree on the steps to be taken in the emergency. The Program Leader may find it helpful or useful to notify the US Embassy of the event and to obtain assistance as may be appropriate. OIP may engage the assistance of FAU offices (counseling, student affairs, student health) to help bring the situation to a closure and remedy the incident.

The Program Leader must submit a completed OIP Incident Report Form within 48 hours of the incident. The Incident Report Form allows the Program Leader and OIP to collect information on the emergency situation at the time it occurred and will allow for appropriate follow-up while abroad and back at FAU. This form can be found at the OIP website; the Program Leader may also want to include 1-2 blank copies of this in their files while on the SAP. Incident Reports that implicate student behavior in violation of the student codes of conduct will be forwarded to the Dean of Students Office for follow-up.

In the event that the Program Leader is incapacitated, other SAP faculty or administrative staff working with the program leader, or a local institutional contact for the SAP will inform OIP or the FAU Police per the above call schedule. Students should continue their daily routines. FAU will take steps to appoint an acting program leader until the Program Leader is able to resume their responsibilities. In the event of death (Program Leader's or family member), FAU and local contacts for the SAP will find a qualified (PhD) teacher to resume teaching and directorship responsibilities.

F. Medical Insurance

Students should advise the Program Leader and FAU representative of any medical condition that requires medication. This information will be kept confidential, but is essential for the Program Leader to make sound decisions on behalf of the participant(s). Any medications should be taken with the participant's carry-on luggage and should not be packed in his or her luggage. Be sure to have a list of your medications with you in case it becomes necessary to refill your prescription.

All degree seeking students on a SAP have basic medical and evacuation insurance coverage from the ISIC Card Insurance. Information on how to access ISIC insurance while abroad can be found at this website: www.myisic.com/MyISIC/Travel/Main.aspx?MenuID=5004.

Faculty leaders have information on the claim process and contact information for your basic policy. In the event of a major accident this coverage may not be sufficient. Students are encouraged to contact their home insurance office to see what coverage their policy offers them while they are abroad. Personal liability insurance is not provided. Participants should check to see if his or her homeowner's insurance covers their personal belongings while overseas. Nondegree students on a SAP cannot use ISIC insurance and are advised to obtain medical coverage from an outside agent. Proof of insurance is required. The OIP has three insurance options for nondegree seeking students to explore on our website (www.fau.edu/goabroad).