



Academic Year 2020-21

INTERNATIONAL TRAVEL

POLICY AND PROTOCOLS



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Purpose

This manual is a resource for administrators, faculty and staff in the review and approval requirements for international travel and in the planning and preparing for health and safety issues that may arise in the context of students participating in international education or travel programs.

These policies and protocols [hereafter “policies”] are intended to prompt Program Administrators and Group Leaders to be prepared to maintain the health and safety of our students and to assess and mitigate potential risks. Since responsible and accountable planning and preparation is the bedrock of successful international travel and programming, all international programs, including international travel and programs for student affairs or athletics purposes are required to follow these policies.

Program Administrators and Group Leaders, are expected to seek guidance and input from Global Fairfield and/or the Office of Risk Management when envisioning and planning the logistics of any international travel program. Appropriate approvals, as outlined on the Program Proposal Form, for all programs involving international travel must be obtained prior to the commitment of any University resources and prior to offering a program to students. An International Oversight Committee [IOC] provides additional governance during the approval process and in crisis situations.

International Travel Defined

Travel Covered by These Policies

The following policies for international travel are for currently enrolled Fairfield University undergraduate or graduate students participating in Fairfield University-sponsored travel.

For purposes of these policies, “**sponsored travel**” is any international travel that is (1) sponsored or organized by a University office, department, or division, or a recognized and chartered student organization, or otherwise carried out by a Fairfield University faculty member or administrator in his or her official Fairfield University capacity, or (2) funded by any monies as may be in the control of the University, or a University-related entity, a University auxiliary enterprise corporation, or a University association/student services corporation.

Examples of sponsored travel includes: international studies arranged by a Fairfield University office, faculty member, department, or division; Division of Student Affairs-sponsored excursions; international travel of Athletic Teams; Campus Ministry travel; club sports travel; the activities of University recognized student organizations; University association-funded travel; and travel in which a recognized and chartered student organization officially represents the University.

“**International travel**” is classified as any student travel that takes place outside of the fifty states of the United States of America. Travel to Puerto Rico and other U.S. territories and protectorates is considered international travel and is subject to these policies.

Fairfield University-Affiliated Independent Travel

Fairfield University-affiliated independent travel is any self-guided international travel by a student during an academic year for the purpose of pursuing research or internship activities related to academic work but not for academic credit at Fairfield University. Fairfield University or Fairfield University-affiliated independent travel has a unique set of mandatory protocols, which may be found in the boxed text below.

Graduate Student Travel

International travel by graduate students for independent research, conferences, internships, practicums, and the like are not considered sponsored travel; however, the student traveling is required to:

1. Complete and sign an [International Travel Waiver and Release Form](#) and submit it to the Office of Study Abroad prior to departure;
2. Have Fairfield University's international medical and evacuation insurance coverage for the duration of the travel;
3. Consult with the Office of Study Abroad if the planned travel is to an area with Department of State Travel Warnings or Alerts in effect so that safety and contingency plans may be implemented.

Undergraduate Student Travel

International travel by undergraduate students for independent research, internships, practicums, and the like are not considered sponsored travel; however, the student traveling is required to:

1. Complete and sign an [International Travel Waiver and Release Form](#) and submit it to the Office of Study Abroad prior to departure;
2. Have Fairfield University's international medical and evacuation insurance coverage for the duration of the travel.

NOTE: Travel to an area with Department of State Travel Warnings or Alerts in effect will **not** be approved for Undergraduate students.

Travel Not Covered by These Policies

These policies do not apply to students who travel internationally to participate in activities that are not sponsored or supported by an academic or administrative unit at Fairfield University. All Fairfield University students traveling abroad, even for reasons unrelated to academic work at Fairfield University are strongly encouraged to purchase international medical and travel insurance. If a University department is uncertain if the international travel in question is covered by these policies please contact either the Office of Risk Management or the Office of Study Abroad.

Rules and Requirements for Sponsored Travel

All sponsored travel must meet the following requirements:

- a. Purpose: The purpose of the travel must be consistent with the University's mission, and travel must be planned so as not to create an undue interference with academic responsibilities.
- b. Prior Approval Required. To ensure that sponsored travel is consistent with the University's mission and that student safety issues have been addressed, all travel must

be approved well in advance. The Program Administrator must obtain appropriate approvals, as outlined on the Program Proposal Form, by April 1st of the year before the dates of the proposed program for Faculty Led programs and for non-academic programs no fewer than six (6) months before the proposed travel.

- c. Program Administrator. All sponsored travel must have a designated Program Administrator who has overall accountability for the development of the program logistics and budget. For Faculty Led study abroad programs the Office of Study Abroad serves as the Program Administrator in close collaboration with the Faculty member who will serve as the Group Leader. The OSA will serve as a resource to Program Administrators for all international travel that is not a Faculty Led or Study Abroad program. The Program Administrator is responsible for securing the logistics of the travel, collecting the required information from the participants, delivering pre-departure orientation [health, safety and risk management] for the students, and conducting follow-up activities. The Program Administrator must be a full-time faculty member or administrator in the University.
- d. Group Leader. All sponsored travel must have a designated Group Leader. The Program Administrator may at times also serve as the Group Leader. The Group Leader has overall accountability for the development and implementation of the program content and, where applicable, curriculum. The Group Leader is responsible for traveling with the group and ensuring that the program is delivered as planned. The Group Leader is required to be present for the pre-departure orientation, oversees the health and safety of the students during the course of the program, and is available to the students 24/7 during the program dates.
- e. 24/7 Access. All participants must have 24/7 access to the Program Administrator at Fairfield University and the Group Leader at the program site abroad. Participants must also have 24/7 access to the designated contact person abroad who is responsible for the program and participants abroad. The Program Administrator must identify the name and phone number(s) for all such responsible contact persons on the International Travel Notification Form.
- f. Insurance. All participants (students and Fairfield University faculty and staff) must have international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. Program Administrators must enroll all participants in the University's international medical and travel insurance plan [CISI] at the time of the participant's commitment to the program and prior to the program departure date(s), and apply the cost to each participant's program fee. The insurance policy must provide coverage for the insured individual for the entire program period including travel days to and from the destination(s). Program Administrators must clearly communicate insurance coverage start and end dates to all participants. Participants who wish to extend their travel dates beyond the insured dates are responsible for purchasing extended insurance that covers them throughout their particular travel dates. The Office of Study Abroad will facilitate all CISI enrollments.
- g. Travel. All travel for participants and Group Leader(s) is to be booked through the University's designated travel agency. This allows Fairfield University to provide a contingency plan for evacuation in the event that a program is cancelled or that

unanticipated circumstances warrant an itinerary change. Program Administrators must enroll all participants with the designated travel agency on either Group flights or Suggested Itinerary flights to ensure that all participants arrive at the appointed place and time. Global Fairfield will advise Program Administrators on booking with the designated travel agency.

- h. Ratio. These policies recommend that for faculty-led or staff-led Fairfield University travel there is at least one (1) faculty or staff member for everyone to twenty (1-20) students over the age of 18 and one (1) faculty or staff member for every one to five (15) students under the age of 18.
- i. No Friends or Family. Friends and family of any faculty, staff or students participating in Sponsored Travel are not eligible to participate in the program except as registered participants of the program meeting all academic &/or program specific requirements. Friends or family may not join in the program at any time or for any part. In the event that a program has need of Group Leaders who are related – family member, partner, etc. - explicit prior written justification must be made on the Program Proposal Form and permission obtained by approval on that form.
- j. Contracts. **Administrators, faculty, staff members, departments, offices, students, and student organizations may not enter into or sign contracts related to sponsored travel.** Only the University President or Provost, as authorized by the Board of Trustees may sign documents with counterparty institutions in connection with sponsored travel, and no one may sign any contracts, memoranda of understanding (MOUs), letters of intent, letters of understanding, or any other written documents. The University is subject to Connecticut State laws, audits, and public scrutiny. Therefore, only the President and/or Provost have the authorization to make commitments on behalf of the university with international institutions, program providers, and vendors such as hotels, venue sites and transportation companies.
- k. Non-Compliance. Any sponsored travel taken without all of the following: (i) approved Program Proposal Form; (ii) collection of an International Travel Waiver and Release and Medical Release form for each participant (iii) program registered in the TerraDotta portal hosted by OSA (iv) proof of CISI insurance for each participant; (v) travel arrangements booked with STA; or that otherwise violates these policies will result in individual and/or organizational discipline.

Protocols for Approval and Implementation of Sponsored Travel

Program Administrators and Group Leaders are responsible for the health and safety of all participants and must properly plan and prepare for a safe and educational international program. Planning and preparation must include: thorough research about the destination to be visited, local transportation, overnight accommodations, and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants. Program Administrators and Group Leaders must bear in mind that the health and safety of the students is of paramount importance in all aspects of the planning. The Group Leader, in consultation with the Program Administrator, must complete the following steps:

STEP 1 – (12-9 months prior to departure)

Prepare a proposal for the international travel using the International Travel and Program Proposal Outline. Groundwork for program development and logistics should be well underway prior to submission of a proposal. When developing a proposal:

- a. Identify the site and provide explanation of why this destination is appropriate for the proposed program at the proposed time. Provide the proposed itinerary along with any applicable curriculum or syllabi
- b. Identify any associated risk factors such as the political situation, socioeconomic conditions, and environmental factors such as air/water quality. Describe the efforts to plan for contingency and the safe administration of the program

Identify any potential hazards related to the destination, such as excessive heat or cold, insect-borne diseases, issues with terrain, hazardous plants, and wild animals in the area. Program Administrators and Group Leaders are to provide participants with guidance specific to activities being undertaken. Program Administrators must include these guiding directions, and the evaluation of potential hazards, when submitting the international travel proposal.

Anticipate and plan for emergencies such as theft, illness, accidents, medical needs, inclement weather, vandalism, missing persons, etc. The Program Administrator and Group Leader, working with any international collaborators and home University administrators, need to develop processes in order to determine the best course of action for different unanticipated situations and emergencies. Thinking about the following types of questions may be helpful:

Where will you go (or meet) if the group needs to evacuate the country?

What will you do if a member of the group becomes the victim of a crime, or becomes seriously ill or injured?

What will you do if a participant goes missing?

- c. Consult U.S. Department of State Consular Information sheets, travel warnings or alerts, and Centers for Disease Control and Prevention (CDC) travel notices. **Programs must not take place in countries with any U.S. Department of State warnings or alerts that warn or strongly urge against travel.** Program Administrators should notify the Office of Study Abroad as soon as they become aware of a U.S. Department of State warning or alert or CDC travel notice. Program Administrators must register approved programs with the U.S. Department of State so that the group's presence and whereabouts are known.¹
- d. Make sure the overnight accommodations, such as hotels, the residence halls/dormitories of universities, or homestays are safe, secure, and to the extent possible, meet acceptable fire safety standards. If the Program Administrator or Group Leader has not previously used or seen the accommodations in person, s/he should obtain full descriptions and multiple pictures and/or videos and thoroughly check reviews and references (including making inquiries regarding the experience of other universities, travel agency ratings) during the planning phase.

¹For more information, please see the following:

- U.S. Department of State Travel Site: <http://www.state.gov/travel/>

- *Travel registration with the U.S. Department of State: <https://travelregistration.state.gov/ibrs/ui/>. Program Administrators should advise non-U.S. citizen students to also inform the governments of their countries of nationality of their travel plans.*
- *Centers for Disease Control and Prevention Travel Site: <http://wwwnc.cdc.gov/travel/default.aspx>*

The NAFSA: Association of International Educators *Guide to Education Abroad* provides the following questions when planning safe housing arrangements, which may be helpful to consider: Will students be able to get out quickly in case of fire? Are there smoke alarms present? If the program takes place in a region prone to earthquakes, are the structures built to withstand them? Is there appropriate security present? If students are being housed with host families, has the international host institution visited each home and looked at conditions? Will students have adequate quiet places to study? Has the family provided personal references, and has the international host institution checked the references? Is there someone to follow up with the families and students if there is conflict or if they don't get along?

- e. Identify special requirements or skills required for everyone's participation on the program in any specific activities or excursions to be undertaken. Program Administrators and Group Leaders should deliberately consider and discuss as appropriate, participants' physical abilities and the inherent risks of the proposed activities.

Program Administrators should make all efforts to mitigate risks associated with program-related activities. Program Administrators and Group Leaders are prohibited from scheduling high risk activities like bungee jumping, whitewater rafting, and technical mountain climbing that can put participants in danger.

- f. All travel is booked through the University's designated travel agency allowing for low cost student rates, cancellation and itinerary changes at no or low cost, and coordination of individual or group flights to ensure that all participants arrive at the appointed place and time. Consider if the entire group must fly and arrive together with a Group Flight or if the participants may book individual travel with a Suggested Itinerary, and meet at a specified time and date at the destination.
- g. Identify way to communicate with each other (such as cell phone numbers or a phone number for the meeting location),
- h. Consider local transportation methods and time spent traveling in the destination country or region while developing the itinerary to maximize the group's time in the country.

STEP 2 – (9-6 months prior to departure)

Submit the proposal and International Travel Program Proposal to the designated approver by **April 1st** for Faculty Led programs and for non-academic programs no later than six (6) months before the proposed travel. Note that submission of a proposal does **not** mean that the proposed travel has been approved.

Designated Approvers, the IOC, the Office of Risk Management &/or Global Fairfield may request to meet with the Program Administrator and Group Leader to review specific travel details and

confirm that these policies have been met before determining whether or not to provide approval for the proposed travel. Approval will be deemed provided when the International Travel Program Proposal has been duly signed.

STEP 3 – (6-3 months prior to departure)

After the program has been approved, Global Fairfield will open a program application in Terra Dotta. This will allow all participants and the Group Leader(s) to register themselves in the system and pay for the mandatory international medical and travel insurance. Global Fairfield will register all participants with the insurance provider.

The Terra Dotta application will also capture program itinerary, emergency contact information for all participants, passport and airline information, in country partner/provider information, and allow this information to be accessed by the University Office of Public Safety in the event of an emergency during off-hours. If any of the information provided in the program proposal or application changes during the travel, the Program Administrator or Group Leader must promptly notify Global Fairfield.

STEP 4 – (3-1 months prior to departure)

At the mandatory pre-departure meeting the Program Administrator or Group Leader is responsible for collecting the signed International Travel Waiver and Release Form from all participants of the program. If a student is under the age of 18, the International Travel Waiver and Release Form must also be signed by a parent or guardian.

Participants who do not submit a properly signed International Travel Waiver and Release Form or are not enrolled in the University’s international insurance plan may not participate in the sponsored travel.

International Travel Waiver and Release form, Emergency Contact Forms and Insurance information must be kept on file by the University for ten (10) years after the sponsored trip has ended and the participants have returned.

Pre-Travel Communications, Training & Orientation

Each Program Administrator must provide the sponsored travel participants with a **mandatory pre-departure orientation** to prepare them for the cultural experience and logistical matters related to traveling internationally and for the specific destination(s). The Program Administrator shall communicate with students through meetings, email, and/or other written means regarding the planned itinerary, behavioral expectations, transportation plans, and accommodation details so that all participants are aware of what they can expect. Program Administrators are to review the following personal safety tips, as applicable, with all participants:

- a. Advise participants to voluntarily disclose any mental health concerns, disabilities, or health issues that may need to be accommodated during the travel. For example, the program will be better able to serve the needs of participants who disclose prior to departure that they require certain medications, are asthmatic, diabetic, bipolar, or experience particular drug and food allergies. For programs requiring an application process, the medical and health disclosure must take place only after the participant gains acceptance to the program. Discussion of any particular participant’s physical abilities must be conducted in a manner that ensures the privacy of the individual.

Program Administrators must collect the health and medical information form and maintain it in a sealed envelope to ensure privacy and confidentiality with disclosure to the program director's designee only if necessary and to emergency or medical personnel in the event of emergency. This document is to be returned unopened to the corresponding participant at the end of the program if no events warranted accessing this information.

- b. Advise participants that traveling abroad can cause psychological stress, especially as the participants' daily routine is likely to change. Inform participants about jet lag and sleeping adjustments, change of diet, possible lack of exercise, homesickness, loneliness, language barriers, and culture shock. When participants are placed in homestays with local families or share dorms or hotels with roommates the adjustment to sharing close quarters may be difficult. Encourage participants to find a constructive outlet to work through any possible uneasy feelings or frustrations.
- c. Direct participants to carry the following with them at all times: any personal medications that they require, international insurance cards, and emergency contact information cards. Remind participants to be mindful of any prescription drug or over-the-counter medication program they take and to plan with their medical provider and insurance carrier to ensure an adequate supply for the duration of their time abroad; some prescriptions and over-the-counter medicines are not obtainable abroad. Remind participants to use caution when purchasing or using unfamiliar over-the-counter medications.
- d. Advise participants that food and water-borne illnesses are a common ailment for travelers in many parts of the world where water sanitation and hygiene are different. Often, diarrhea results from ingesting food or drinks that contain contaminated particles. Program directors should inform participants if the water supply at the international location is potable or if participants should treat water before drinking it (or using it for teeth-brushing). Iced beverages may also not be safe, depending on the water the ice was made with, so caution should be advised. Fresh fruits should be washed and peeled carefully. Food prepared without proper hand washing and food that is sitting out and exposed to flies and bacteria or unrefrigerated for a period of time may become contaminated. Careful attention to food and drink can prevent sickness.
- e. Discuss the climate for the travel location(s) and remind all participants on how to pack and dress appropriately. Remind participants to take the necessary precautions during times of extreme temperatures. For instance, when it is hot, participants should stay hydrated, wear light clothing, and use sunscreen if there is sun exposure.
- f. Advise participants that traffic rules vary in different countries, and remind participants to use caution when crossing busy streets.
- g. Program Administrators and Group Leaders must inform students that they are prohibited from engaging in activities like bungee jumping, skydiving, whitewater rafting, and technical mountain climbing and similar high risk activities in their free time as these activities are not covered under the insurance policy. Engaging in such activities may be grounds for dismissal from the program.

- h. Remind participants to be aware of stereotypes of U.S. men and women and be familiar with cultural expectations related to gender. Program Administrators and Group Leaders should inform participants about local verbal and non-verbal communication. All participants, particularly female participants, should take note and beware of appropriate behavior and interactions between the sexes and dress appropriately to avoid unwanted attention. Encourage all participants to wear culturally appropriate clothing and abide by cultural norms in the region.
- i. Advise participants to take precautions to avoid and/or minimize the risk of transmission of diseases. The Centers for Disease Control and Prevention (CDC) is your best resource for universal guidelines for prevention.
- j. Discuss & review emergency procedures with students. Among the key points to consider:
 - What is the procedure in the event the Group Leader becomes incapacitated or separated from the group?
 - What will be the emergency meeting point and where is it?
 - Does everyone know the local emergency number and the number for the local hospital / medical clinic?

In pre-departure we prepare students to handle emergency situations.

Methods of Transportation

- a. Program Administrators shall work with the University business office when arranging for the payment or purchase of any good or service when appropriate.
- b. Program Administrators and Group Leaders must not rent or use vehicles or drive groups of students. Program Administrators are required to hire reputable commercial transportation or travel agencies to provide transportation services.
- c. Participants must not operate vehicles or transport other students as part of the scheduled activities or in their free time.
- d. Participants must not rent or use other motorized modes of transportation, such as motorcycles, scooters or ATVs, unless it is to support a physical disability (e.g., a motorized wheelchair).

Participant Behavior

Program Administrators are to inform participants that they are required to follow behavioral expectations.

- a. Participants are representatives of their University, Connecticut and the United States whenever they participate in sponsored travel. As such, students are expected to conduct themselves appropriately at all times, from departure to return. Students are expected to comply with applicable University policies, procedures, rules and regulations. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action.

- b. All participants are required to (a) comply with the standards set forth in the Fairfield University Code of Conduct, understanding that such compliance is important to the success of the program and to the University's willingness to permit future similar activities; (b) comply with the laws of the country abroad and the rules and regulations of the host institution; (c) assume responsibility for their own actions; and (d) conform their conduct to the standards surrounding the program, understanding the circumstances of an international activity may require a standard of decorum which may differ from that applicable on campus in Connecticut. Sanctions could include suspension and expulsion from Fairfield University. Due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings may not apply. The program director may, with consultation of the home university administrators, dismiss a student at his/her own expense without credit or refund from the University of any monies paid for a documented violation of University or program rules.

- c. All sponsored travel programs are a "Fairfield University-sponsored activity" and as such all participants, must conform to the Fairfield University Drug and Alcohol policy, which states: "The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on Fairfield University property (including Fairfield University residence halls), in Fairfield University buses or vans, or at Fairfield University-sponsored activities, is prohibited."

Drug and alcohol abuse and misuse will not be tolerated on sponsored travel programs. Violation of local laws and/or Fairfield University regulations or policies may result in immediate dismissal from the program and academic and/or disciplinary action upon return to campus.

Program Administrators and Group Leaders are required to discuss with participants that alcohol use and misuse while abroad is a risk. Although alcohol may be legal at a younger age abroad, its use and abuse is many times tied to students being victims of crime, violence, accident, and injury. Drug use abroad can result in severe legal and judicial consequences abroad, including arrest and imprisonment in that country. Group Leaders are prohibited from purchasing alcohol for participants.

- d. International host countries may be the site of heightened political activity such as strikes and demonstrations. As guests in different countries, participants shall not engage in political activity. Participants may not have the same political freedoms as are experienced in the United States. Program directors must inform participants of the laws of the host country and the consequences of violating those laws. Program Administrators and Group Leaders are expected to explain to participants that they are guests in the country/region to be visited and that they will be perceived by local citizens of the host country/region as representatives of the program, the University, Connecticut and the United States.

Participants in international programs are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or

other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law. Participants are prohibited from engaging in high-risk activities, such as bungee-jumping, sky-diving, whitewater rafting, etc., even in their free time.

- e. The University is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, including sexual harassment. Fairfield University does not tolerate sexual harassment committed by participants (students, faculty, or staff). It is demeaning, offensive, illegal, and prohibited by University policy. All participants must conform to the Fairfield University Policy governing Discrimination, Harassment and Sexual Misconduct. Information regarding any and all incidents, and/or any complaints must be reported to the University Title IX Coordinator. All information regarding the Title IX Coordinator and the respective policies are found in the Student Code of Conduct.
- f. Program Administrators and Group Leaders must conduct pre-departure orientations that address the many personal safety tips outlined in Section 5: Pre-Travel Communications with participants. Program Administrators must ensure participants are familiar with the principles set forth in that section.

Program Administrator and Group Leader Expectations

Program Administrators and Group Leaders have many responsibilities before, during, and after the sponsored travel both while at Fairfield University and while at the international site.

Program Administrators are required to:

- a. verify in the 48 hours immediately preceding the sponsored travel that the U.S. Department of State has not issued any travel warnings or alerts related to the destination(s) to be visited;
- b. provide emergency contact information (telephone numbers and email addresses) to all participants;
- c. be available and on call at all times (24/7) during the sponsored travel to respond to participant concerns and problems as needed and in the immediate 48 hours before scheduled departure date(s);
- d. be familiar with and follow all existing University policy and procedures, including those on sexual harassment, confidentiality, and computer use and federal laws and regulations such as FERPA, HIPAA and the Clery Act.
- e. conduct all appropriate follow-up activities, such as completing incident reports.

Group Leaders are required to:

- a. at all times (24/7) during the sponsored travel, the Group Leader is required to have on their person a phone with working international call capacity, the health and medical information form for each participant and the Emergency Contact Card
- b. be familiar with and follow all existing University policy and procedures including those on sexual harassment, confidentiality, and computer use and federal laws and regulations such as FERPA, HIPAA and the Clery Act.
- c. when the program is not located at one of the Fairfield University Centers, serve as the official university representative in cases of emergency; coordinate emergency response and all communications between and among the University and the relevant persons and organizations on-site;
- d. notify authorities at the local site immediately in the event that one or more student participants cannot be accounted for or is missing;
- e. ensure students receive medical attention by trained professionals in case of a medical emergency ¹
- f. conduct all appropriate follow-up activities, such as completing incident reports.

Emergency Protocols for Program Administrators and Group Leaders

The International Oversight Committee [IOC] is responsible for providing governance and directives for high level emergency and crisis situations (i.e.: natural disasters, political and social unrest, medical emergencies, terrorism, etc....) as related to university sponsored international programs; establishes the criteria for suspension or termination of a program; and assists with determining alternative program &/or location options for suspended or terminated programs.

Emergency Preparedness

Program Administrators and Group Leaders are required to make reasonable efforts to plan for emergencies and contingencies, consistent with professional standards for educational travel. To ensure that Program Administrators and Group Leaders are fully supported and adequately prepared to fulfill these obligations all Program Administrators and Group Leaders are required to participate in mandatory risk management training. This training will allow Program Administrators and Group Leaders to:

- develop knowledge of health, safety and emergency resources

¹ NAFSA's *Guide to Education Abroad for Advisers and Administrators* says, "Unless program directors and local staff are fully trained and certified in advanced first aid or licensed medical specialists, they should not provide medical services during a program except under the gravest and most critical emergency circumstances. All participation agreements should include language allowing program staff to apply first aid as a last resort before the arrival of emergency medical personnel." NAFSA: Association of International Educators, *NAFSA's Guide to Education Abroad for Advisers and Administrators*. Washington, DC, 2005, p. 578.

- develop their capacity for emergency response
- identify resources for emergencies response
- be aware of, anticipate, and prepare for the likelihood of cultural and technical differences in the approach to service provision in a given locale.

Emergency Response

The following procedures are meant to assist the University in thinking through appropriate responses in the event of an emergency. Program Administrators, under the guidance of the Office of Risk Management and Global Fairfield, are required to follow a crisis management protocol that takes into consideration the following key issues:

- emergency response and rescue;
- notification of participants' emergency contacts;
- press and media;
- legal and liability issues that may arise;
- stress and psychological issues and effects resulting from an emergency event; and
- post-incident responses: arranging participants' return, medical treatment, follow-up information, and debriefing.

As needed, according to the incident, Program Administrators and Group Leaders shall:

- contact local police or law enforcement to report theft, vandalism, or any other criminal activity;
- contact the local emergency medical provider for medical emergencies;
- contact the office of the provost and the office of the vice president of student affairs;
- contact the central office of public safety, particularly if a student is involved with the police abroad;
- report all injuries or illnesses to designated campus officials;
- complete any accident or incident reports within 24 hours to the appropriate campus officials including the office of the provost and the office of the vice president of student affairs; and
- be prepared to contact appropriate service providers.

Missing Participants

In the event that one or more participants cannot be accounted for at the destination site, authorities at the site must be notified immediately. If a participant cannot be located following an immediate search, then the on-site Program Administrator or Group Leader shall contact local police and a senior University administrator. The Group Leader shall remain at the site until all participants are accounted for. The Program Administrator and Group Leader, in consultation with Fairfield University Administration, shall determine whether other participants should leave the site.

Program Participants Who Cannot Continue to Travel

In the event that a participant is severely injured, requires hospitalization, or experiences another mishap that requires a substantive change to the overall program itinerary, the Group Leader and/or Program Administrator must contact Global Fairfield and, in consultation with CISI,

determine the best course of action. For example, the Group Leader must not leave a hospitalized student behind without program assistance.

Effective communication is critical when responding to an emergency abroad

a. Communication with the International Program Site

The Program Administrator must be able to reach the international program site contact person, such as a Fairfield University on site staff for Center based programs, faculty member for faculty-led programs, the director of the program at the host institution, or the director of the third-party program provider, at all times (24/7). The Group Leader or contact person at the international site must have access to various forms of communication such as mobile phone, landline phone, email, fax, and in remote locations, satellite phone (if available) in order to communicate with the home campus on its activities and participants' well-being.

b. Communication with the Home Campus

The Program Administrator and/or Group Leader must inform Global Fairfield of any critical incidents abroad. The Group Leader must document all emergency incidents and follow-up actions, and include the following information:

- the name of the program
- the location;
- detailed description of the incident;
- date and time of the incident; names of people involved;
- contact information for the people involved (including witnesses);
- name and contact information for the person submitting the report; and date and time the report is submitted.

Additional Information:

Nothing in this Policy limits the authority of the University to issue, amend, or withdraw a Policy. All University policies and procedures apply while travelers are abroad and may be found on the University Policies website <https://www.fairfield.edu/handbook/policiesprocedures/>