Global Engagement Office
Short Term International Travel Manual
(Leader Edition)

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INTRODUCTION:
This travel manual is designed to provide trip leaders with the steps, approval processes, risk management plan, and forms for Short-Term International Travel. Contained herein is also information regarding PSU’s International Travel Policies (ITP) including protocols, and appeals. Travel of this nature must have a purpose that is relevant to the University's academic mission. These policies applies to any travel taking place outside the United States for the following purposes: research, internship, collecting data, attendance of conferences/seminars, student organizations, faculty-led trips. Each trip must be approved at the appropriate University level, and a University employee is required to accompany groups. The employee is "in charge" of the activity and must be acting within the scope of his or her employment. It is expected that trip leaders and participants will follow all policy features, from the initial planning all the way through to completion of the trip.

It is important to note that trips which do not utilize PSU resources (funds, marketing tools, etc.) may still fall under PSU’s international travel policies, if such trips are organized and led by contracted or active PSU employees and if PSU students participate in the trip.

TRAVEL DEFINITIONS (*taken from The Forum on Education Abroad Glossary):

Co-Curricular Trip
Co-curricular activities, programs, and events are typically non-academic in nature, but relate other activities and experiences to the established curriculum or pedagogy goals. These can be either intentionally offered by the program or institution, or can be student-initiated and driven. (non-credit-bearing)

Country-Specific Information
One of three types of travel information issued by the U.S. State Department. Country-specific information is issued and periodically updated for every country in the world, and includes information on health and safety, crime, drug laws, basic visa requirements, standard of living, and the nature of the government and economy. For some countries or regions, Travel Alerts or Travel Warnings are also issued, indicating greater potential risk.

Course Embedded Trip
A short study abroad experience that forms an integral part of, or an optional add-on to, a course given on the home campus. Most commonly, the study abroad portion of the course takes place during a midterm break or after the end of the on-campus term and is just a week or two long. (credit-bearing)

Home Institution
The educational institution in the U.S. where an education abroad student is a continuing student, usually working toward the completion of a degree.

Host Institution
The institution that the education abroad student attends while abroad.

International Program
Any university/college activity, credit-bearing or non-credit-bearing, with an international dimension.

Internship
A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.

Partner
One of the parties involved in the processes of sending students abroad or receiving students abroad. The following are potential partners: a home institution, a host institution, an independent provider, a consortium, and a travel or logistics provider.
Program Sponsor
An institution or organization that is the primary administrator and manager of an education abroad program.

Service Learning
A form of experiential education in which students engage in activities that address human and community needs together with structured opportunities for reflection designed to achieve desired learning outcomes.

Short Term
Lasting eight weeks or less; may include summer, January, or other terms of eight weeks less.

Travel Advisory
Term generally used for what the U.S. State Department officially calls Travel Information, which provides assessments of the health and safety risks for U.S. citizens traveling to all other countries. The State Department issues three types of travel information: Travel Warnings, Travel Alerts, and Country-Specific Information.

Travel Alert
Official term used by the U.S. State Department for a bulletin outlining a temporary risk to U.S. citizens traveling abroad. It is typically used for information regarding potential threats due to terrorism, civil unrest (such as political demonstrations), or natural calamities such as hurricanes or earthquakes. Travel Alerts may be issued for a city, a country, a world region, or worldwide.

Travel Warning
Official term used by the U.S. State Department for an announcement that warns U.S. citizens against travel to a specific country or region because of health, safety, or security conditions in that area. It is the strongest of the three types of travel information issued by the State Department. Note that Travel Warnings come in different degrees of severity, though these are not designated quantitatively, but by language that calls, for example, for all U.S. citizens to defer nonessential travel, or for the voluntary or mandatory evacuation of some or all U.S. staff members (and/or their families) of the U.S. Embassy and consulates situated in the country. U.S. citizens may not be able to get support services from the U.S. if they do travel to a location that has a travel warning in effect.

PSU TRAVEL POLICY MANDATED PROTOCOLS*:

Due to the inherent risk associated with international group travel, the following protocols are mandatory:

- Any academic, student organization, or other student international travel that is funded in part by Plymouth State University, or is related to a PSU program or affiliate must be reviewed by and receive approval from the Global Engagement Office.

- All short-term trips will be organized in conjunction with one of PSU’s approved third-party providers or contracted sponsors.
  a. Short-term trips organized to attend a conference are exempt from this.
  b. Short-term trips that are partnered with or sponsored by an established organization or institution must have an active and approved contract during the entirety of the trip.

- All University trip related travel will be booked using STA Travel.
  a. University funds will not be used for independent or unauthorized bookings.
  b. Including air travel (when necessary).
  c. GEO will facilitate connection between STA Travel and program leader(s).

- Trips must have a minimum of 12 student enrollments, with an agreed-upon student registration deadline set. 1 faculty member will be considered per 12 students, but this will be determined on a case by case basis. Co-curricular trips are not bound to the minimum enrollment of 12.
• No guests (including family members, friends or community members) are allowed to accompany PSU groups unless they are employees of PSU and have an approved reason for accompanying group.
• All PSU students participating in a short-term trip will purchase CISI health and medical evacuation insurance coverage as required by University regulations.
  a. The current rate of CISI is $39/month (single month charge for programs running shorter than 1 month).
• PSU faculty or staff trip leaders (if applicable) shall be made signatories on Travel Services Contracts.
• Academic trip leaders must obtain approval from their approving authority (cluster, division).
• Student organizations must obtain the approval of the Student Involvement Office.
• Leaders will submit the following documents to the Global Engagement Office (GEO):
  a. Student participant roster
  b. Finalized trip itinerary and STA's travel plan
    i. Including flights, accommodation, and in-country transportation.
  c. Passport copies for all participants
  d. Visa copies for all participants (when applicable)
  e. GEO Pre-Departure Packet for all participants
    i. Conduct Agreement
    ii. Emergency Contact
    iii. Medical Evaluation
    iv. Self-Report on Health
    v. Medical Release
    vi. Release Waiver of Liability
  f. Updated Travel Services Contract(s) with sponsors and providers.

*NOTE: An appeals process is detailed within this manual

PRE-TRAVEL CONSIDERATIONS:

The Global Engagement Office (GEO) determines the appropriate number of Leader(s) on any PSU international trip; generally, the only situations in which one Leader is acceptable are those in which there is a host institution or organization with a full-time liaison who is able to share or take responsibility for the group in case the primary Leader is temporarily or permanently incapacitated. In such a case, the University must be supplied with the name and full contact information for the host institution/organization liaison.

Not until an international trip has been approved by the GEO and the Leader(s) has been selected by the University, should the selection of participants and any fundraising and collection of fees begin. Leader(s) MUST be bona fide employees of the University and will assume all risk management responsibilities related to the international trip. The Leader(s) should be aware that international trips present an environment requiring 24 hour classroom management, which is very different and requires more responsibility than a typical classroom. GEO will check with the Office of the Dean of Students and review disciplinary history, as well as financial and academic standing prior to accepting a participant.

Once the group participants are finalized, the Leader(s) must instruct all participants to complete mandatory pre-departure requirements. ALL leaders and participants must read and follow the pre-departure requirements outlined within their designated (Leader or Participant) Manual. The Manual is accessible on the GEO website at: https://campus.plymouth.edu/global/short-term-trips/
EVERY leader and EVERY participant must complete ALL components of the pre-departure requirements. This includes complete and signed: Short-Term Program Registration Form, Release and Waiver of Liability, Basic Data and Emergency information, Release of Medical Records, Self-Report on Health, Medical Evaluation, signed Agreement of International Requirements (confirmation of having read this Manual and reviewed the State Department and CDC websites). Payment of trip fee, including deposits, must be made directly with the Student Financial Services Office. All leaders and participants must also submit a clear copy of their passport to GEO. The GEO will notify the Leader(s) of each participant’s status. Files must be complete 3 weeks prior to departure. Any participant with an incomplete file will be withdrawn from the trip and will not be refunded for any financial loss and they will be held accountable for any outstanding payments.

In addition to academic preparation, (which may or may not pertain to your international trip) each Leader is expected to provide pre-departure and in-country orientation in conjunction with the 3rd party provider, with the assistance of GEO, for her or his participants to prepare them for routine issues they will face when traveling internationally. *See Orientation section below for complete details and recommendations to be addressed during Orientation.

PROPOSALS:
Regardless of whether or not the program is credit-bearing or non-credit bearing, leaders are required to follow similar proposal steps.

CREDIT-BEARING TRIPS ~ TIMELINE:
Advance planning is critical to the success of any sort of international travel. For faculty-led trips, the following timeline is provided to begin in the PRIOR year of travel (ex: for a trip planned for Fall 2019, the planning should begin Fall 2018):

For Fall/Early Spring trip/courses:
September (or earlier of prior year) — preliminary planning (meet with GEO)
December 30 — completed Course Embedded Trip Proposal Packet; submit to GEO
January 30 — faculty leader notified of approval; Registrar assigns CRN
February 1 — Marketing and student recruitment begins

For Spring/Summer trip/course:
January (or earlier of prior year) — preliminary planning (meet with GEO)
May 30 — complete Course Embedded Trip Proposal Packet; submit to GEO
June 30 — faculty leader notified of approval; Registrar assigns CRN
Summer — marketing/student recruitment begins

CREDIT-BEARING PROPOSAL PROCEDURES:
Meet with Global Engagement Office (GEO) to discuss your program. Agree upon provider* and location. Key program qualifiers include:
• ensure location is safe (adherence to US Dept of State Travel Advisories is required)
• feasibility (planning timeline, cost, etc)
• marketable
• adheres to the standards of good practice in education abroad programming
*use of provider for in-country risk management and support is required
1. **Complete Course Embedded Trip Proposal Packet:** With the assistance of GEO, include as many relevant details (draft itinerary, costs, etc). This form includes department chair preliminary approval (cluster leader must sign the Global Course Proposal form).

2. **Complete Program Provider questionnaire:** All international programs will utilize the management and support of an approved 3rd-party provider for risk management and liability purposes.

3. **Complete Trip Cost Summary form:** With assistance from GEO, outlining all costs for faculty and students. Working with the agreed-upon education abroad provider, fill in the budget with the provider’s proposed per-student costs as well as any additional fees that will be factored in (flight, tuition, insurance, etc.). Also, include estimated, out-of-pocket expenses such as vaccinations, spending money, baggage fees, meals, etc.

4. **Submit required documents to GEO** by established deadlines. GEO will forward all faculty proposals and contracts to Contracts Office for review. (Contract Office then submits to Provost Office for final approval.)

5. GEO will work with mandated offices in the processing of contracts, travel disbursements, student payments etc. Faculty/trip leaders are expected to take an active, stewardship role in these steps.

**Note:** Approval of a trip doesn’t guarantee its success. Trips must have a minimum of 10 student enrollments, with an agreed-upon student registration deadline set. 1 to 2 faculty members will be considered per 12 students, but this will be determined on a case by case basis.

**NON-CREDIT BEARING TIMELINE:**

While there is no specific timeline for the proposal and planning of a non-credit bearing program, it is critical to start the process as soon as possible. If the program involves a contract, especially, it is important to begin the process at least 8-9 months in advance. For programs with no contract requirements, starting at the beginning of the prior semester is preferred.

**NON-CREDIT BEARING PROPOSAL PROCEDURES:**

Meet with Student Activities Office first for initial approval, then meet with Global Engagement Office (GEO) to discuss your program. Agree upon provider and location. Key program qualifiers include:

- ensure location is safe (adherence to US Dept of State Travel Advisories is required)
- feasibility (planning timeline, cost, etc)
- marketable
- adheres to the standards of good practice in education abroad programming

*use of provider for in-country risk management and support is required

1. **Complete Co-curricular Proposal form:** With the assistance of GEO, include as many relevant details (draft itinerary, costs, etc).

2. **Complete Program Provider questionnaire:** Unless the program is one that has an established track record and utilizes an approved service contract, the services of a 3rd-party provider is required for risk management and liability purposes

3. **Secure department chair preliminary approval** (cluster leader must sign the Global Course Proposal form).

4. **Complete Trip Cost Summary form:** With assistance from GEO, outlining all costs for faculty and students. Working with the agreed-upon education abroad provider, fill in the budget with the provider’s proposed per-student costs as well as any additional fees that will be factored in (flight, tuition, insurance, etc.). Also, include estimated, out-of-pocket expenses such as vaccinations, spending money, baggage fees, meals, etc.

5. **Submit required documents to GEO** by established deadlines. If utilizing a contract, GEO will forward to Contracts Office for review. (Contract Office then submits to Student Activities Office and GEO for final approval.) GEO will work with mandated offices in the processing of contracts, travel disbursements, student payments, etc. Program leaders are expected to take an active, stewardship role in these steps.
PARTICIPANT RIGHTS & RESPONSIBILITIES

The Global Engagement Office at Plymouth State University works with participants to engage in cross-cultural learning experiences outside the United States.

The Global Engagement Office wishes to reaffirm rights and responsibilities in relation to participation in any short term international travel. The following statement is issued in accordance with University policy and after consultation with appropriate University officers: As with all academic or co-curricular programs, the participant is responsible for learning the content of a course of study or scope of program, according to the standards of performance established by the program leader. In the case of credit-bearing programs, the participant has the right to a course evaluation that represents the instructor’s good faith judgment of the participant’s performance in that course.

For individuals participating in programs authorized by Plymouth State University, we reserve the right to expel an individual from a program if the individual’s conduct violates the law of a host country, city, and host institution or otherwise, in the estimation of the program Leader, does damage to the program or to Plymouth State University. In such instances, participants will be entitled to the same guarantees of due process established on campus.

Participants are expected to:

- Read and carefully consider all material issued by the Global Engagement Office and your trip Leader that relate to health, legal, environmental, political, cultural and religious conditions in the host country.
- Assume responsibility for all the elements necessary for personal participation for the trip and participate fully in orientation requirements.
- Pay on time all fees and personal expenses incurred with your program.
- Arrange for and complete all academic work within the allotted time (if applicable).
- Participate in any travel, sightseeing and individual contact with citizens of the host country without allowing these activities to interfere with the successful completion of the program.
- Abide by PSU Student Rights and Code of Conduct.
- Demonstrate behavior and conduct that is respectful to other participants.
- Respect the reasonable wishes of hosts when living in a private home.
- Obey laws, police regulations and practices of the host country.
- Arrive and depart at the prearranged program accommodations per specified dates and times.

TRAVEL DOCUMENTS

Passport
Your passport is an official government document proving your citizenship. You are required to show your passport when entering and departing a country. Passports may be required by hotels and other private organizations requiring some form of identification for their services.
Apply for your passport as soon as possible if you have not already done so. Passports must be valid throughout your travel dates and sometimes beyond. If it is due to expire within the travel period (or shortly after), you must renew your passport. Passport renewals can be done by mail.

Many foreign consulates will not issue a visa if your passport is due to expire within six months of your application. It can take six to eight weeks to process a passport and it costs around $150 depending upon how quickly it is needed. Complete information is available on the U.S. State Department website:
Your passport photos must meet certain specifications – you cannot use just a small headshot. Check the State Department website for exact specifications although photo shops advertising passport photos will be in compliance. Digital photos are accepted but you must follow the specifications.

As soon as you receive your passport, sign it and fill in the information on the inside cover. **Your passport is not valid without your signature.** Do not allow anyone else to use your passport or alter it in any way. Your passport is a valuable document for which you are responsible. It is strongly suggested that you make multiple paper copies of your passport to take with you (always carrying them in a separate place from your actual passport). **Bring your passport to the Global Engagement Office to be scanned or submit an electronic copy.** It is also advised that you scan your passport and email it to yourself.

If you do lose your passport while abroad, immediately notify your program Leader. Your Leader will carry a copy of all program participant passports and the PSU Global Engagement Office will also keep a copy of your passport on file. You will need to correspond with local authorities and the American consulate in that country. After an identification investigation, the consulate will usually issue you a three-month temporary passport. The best advice is vigilance and taking every precaution not to lose this valuable document. Never pack your passport in your luggage. When traveling from country to country, keep your passport with you at all times, preferably in a special document pouch designed for this purpose under your clothing. Once you are settled you will want to locate a safe place to keep your passport.

**Visas**
Many governments require a visa for entry into their country. A visa is an official/legal permission to enter a country for a stated purpose and a specified time granted by the government of that country. To research visa requirements of your host country, look on: [https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html). If you are an international student, it is likely the rules will be different than US citizens. Notify your program leader and GEO staff if you are a citizen of a foreign country. Look on the country embassy’s website to find out the visa requirements for entry at least three months in advance.

**TRAVEL and ITINERARY DEVIATION**

It is PSU international travel policy that all flights are booked through with the University’s selected international travel partner, STA Travel. Flights are booked by either the program leader, or other designated professional staff member.

Itinerary deviation (ex: arriving to location before group; remaining in location after group departs; traveling elsewhere during trip without group) is discouraged. It is PSU international travel policy, should any trip participant chose to deviate from the group’s itinerary, that they are required to sign off on this plan (See corresponding form in Appendix Section).

**HEALTH AND SAFETY PRECAUTIONS**

As a requirement of your pre-departure orientation you must read the State Department pages ([www.travel.state.gov](http://www.travel.state.gov)) for your country of destination. Additionally, health information on your host country is available on the Center for Disease Control website ([www.cdc.gov](http://www.cdc.gov)) and offers information regarding necessary or suggested immunizations for your host country. Generally, your family physician is not well equipped to provide travel information on immunizations and other health precautions for various countries. Travel medicine is now a unique specialty and a travel medical specialist is trained to consider your health history, current medications, drug allergies, and travel plans when recommending shots and other medications. Because travel clinics often book far in
advance (especially around the holidays), you should find a travel clinic and make your appointment as soon as possible so that you can get a scheduled appointment in time to complete any required immunizations. Beware that some immunizations need to be started months in advance of your departure.

The International Society of Travel Medicine (ISTM) provides a listing of its member clinics by state. For more information about ISTM or a listing of clinics and doctors in your area, contact: International Society of Travel Medicine: http://www.istm.org/

Prescriptions
You should bring enough of any prescription medication and vitamins that you are currently taking to last throughout your international trip. For each prescription, you should carry a letter from your physician stating that you are required to take the medication under medical supervision or take a photocopy of the written prescription. If you will need to have a prescription refilled while away, have your physician check dosage levels which vary from country to country. Insulin, for example, comes in very different dosage strengths and your physician may want to research this before prescribing refill prescriptions. If the medication is a controlled substance, you may need to notify officials at the US Embassy in your host country as well as the consulate officials of your host country. All medication should be stored in the original containers with the identification label attached. Carry enough to last a week or two with you in your carry-on luggage in case your checked luggage is delayed or lost. We also suggest you learn the generic name of your medication in case you need to purchase more in your host country. If you have allergies – especially to dust, mold or pollens – plan ahead and take any medication that you might need.

As with other prescriptions, if you wear glasses or contacts you should bring a spare and/or a prescription (written out very clearly). In many countries of the world, glasses are easily replaced if you have a prescription and, in fact, one-hour optical centers are quite common around the world.

Health Issues and Illness While Out of the Country
Eat and drink lightly for several days after your arrival until your system has a chance to adjust to the new climate and food. Adjusting to a new diet and water source can often cause mild intestinal upsets or diarrhea. Depending upon the country where you are traveling, you should bring along non-prescription medication such as Imodium for digestive illnesses. You should also check on other health issues, such as whether it is safe to drink the local water and ask your doctor about preventative medication for the common illnesses that can result. Be careful of treating yourself. If you are very ill, see a doctor. You should understand the health conditions in your host country before you leave and obtain information about appropriate precautionary measures. A couple of tips are especially important no matter where you will be traveling:

- If you have a medical condition that is not easily identified (diabetes, epilepsy, severe allergies), you should wear a Medical Alert bracelet while you are traveling. You will also inform your Leader and the Global Engagement Office on all your medical forms so that everyone may be prepared in case of an emergency. If you have a medical condition that might be aggravated (asthma), consider carefully how you will deal with that problem and discuss it with your physician before you leave home.
- AIDS is a major concern in some program locations. While abroad, avoid injections and blood transfusions. If an injection is required, ensure that the syringe comes directly from a sealed package or has been sterilized. Diabetics are encouraged to bring a sufficient supply of needles and syringes with a prescription or doctor’s authorization. Avoid ear piercing and tattooing if AIDS is a concern in your host area.

Safety Precautions
When traveling overseas, there are a number of precautions that you should follow in order to travel safely. You should also consult the US State Department Travel advisories that we continually refer to throughout this pre-departure briefing. Travel advisories are available by country at: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.
**Emergencies**

In the event of political, social or natural emergencies, the Global Engagement Office will be in close contact with your program Leader, as well as in-country staff (should this be an element of the trip plan).

**Insurance Coverage**

Participants will be enrolled in an insurance coverage plan for the full period of your international trip. PSU utilizes Cultural Insurance Services International (CISI) to provide comprehensive medical, travel, emergency evacuation and repatriation insurance to all student travelers. Coverage under CISI will result in a one-time charge of $39 to the student participant and will either be included in the overall program costs (as outlined by the program Leader in the program Cost Form) or will be an individual charge added to the students PSU Bill. Please review the CISI Policy Brochure and myCISI Participant Guide prior to trip departure: [https://campus.plymouth.edu/global/where-can-i-go-with-psu/short-term-trips/](https://campus.plymouth.edu/global/where-can-i-go-with-psu/short-term-trips/)

Trip leaders, as employees of PSU, have insurance coverage through The Standard Travel Assistance Program. Information may be found here: [https://members.uhcglobal.com/](https://members.uhcglobal.com/). Trip leaders are responsible for familiarizing themselves with plan benefits and processes.

**US Consulates, Embassies and the CDC**

The US State Department’s Bureau of Consular Affairs in Washington, DC aids Americans in need of emergency assistance. They are in contact with their consulates and embassies overseas and can assist friends and family members with a number of different kinds of emergencies. During a crisis, the State Department will try to locate an American overseas if needed. In order to expedite the embassy locating you, your program leader will be registering the trip through this link: [https://step.state.gov/step/](https://step.state.gov/step/). In case of injury overseas, the Bureau of Consular Affairs can assist families when sending funds to the injured American and collect any necessary health information to forward to the in-country embassy or consulate. In the case of evacuation, the embassy or consulate overseas will try to establish special air flights and ground transportation to help Americans depart. If destitute, Americans can turn to a US Consular officer abroad for help. The Overseas Citizens Services Center will help by contacting the destitute person’s family, friends or business associates to raise private funds. It will also help transmit these funds to destitute Americans overseas. If necessary, it can provide small government loans to tide a destitute American over until private funds arrive. In case of the death of a participant overseas the Bureau of Consular Affairs provides guidance on how to make arrangements for local burial or return of the remains to the United States. The US State Department’s Overseas Citizens Services Center’s telephone number in Washington DC is 202.647.5225. Updated records on State Department travel advisories are also available at this number.

**Health and Safety Guidelines**

Because your health and safety are the primary concern of all of us at PSU, the following guidelines and protocols are strongly recommended. Developed by NAFSA (The Association of International Educators), these provide useful practical guidance to participants. Although no set of guidelines can guarantee the health and safety needs of each individual involved in global trips, these guidelines address issues that merit your attention and thoughtful judgment.

**All Global Program Participants should:**

1. Consider health and other personal circumstances when making the decision to participate in an international trip.
2. Provide accurate and complete physical and mental health information and any other personal data that are necessary in planning for a safe and healthy international experience.
3. Inform parents/guardians/families and any others who may need to know about participation in the international trip. Provide them with emergency contact information and keep them informed on an ongoing basis.
4. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to your trip Leader.
5. Become familiar with the procedures for obtaining emergency health and law enforcement services in your host country.

Additional Safety Precautions

1. When traveling, do not leave your bags or belongings unattended at any time. Security personnel at airports, bus depots and train stations are often instructed to remove or destroy unattended packages or suitcases. Do not agree to look after packages or suitcases for any stranger. Make sure no one puts anything in your luggage. Airport arrivals in foreign countries find you frequently disoriented, tired and overwhelmed and visual cues may be unfamiliar. Thieves and pickpockets rely on this and airports are a common site for bad experiences. Please be aware of this and be extra vigilant during such transition times.

2. Never keep all of your money or documents in one place or one suitcase.

3. When taking a taxi, it is a good idea to sit in the back seat.

4. If you do find yourself in uncomfortable surroundings, try to act as if you know what you are doing and where you are going.

5. Use caution when traveling alone. Women especially should not walk alone at night. Try to find an escort. In some countries it is dangerous to take a taxi alone at night for men and women.

6. Always carry the trip emergency contact information on you with the address in the local language.

7. Have sufficient funds or a credit card on hand to purchase emergency items such as an airline ticket.

8. Be alert to your surroundings and the people with whom you have contact. Be wary of people who seem overly friendly or overly interested in you. Be cautious when you meet new people and do not give out your address or phone number. Be careful with information about other participants or group events. Be alert to anyone who may be following you, and to any unusual activity around your place of residence. Report unusual people or activities to appropriate on-site staff.

9. Avoid alcohol consumption in quantities that might impair your judgment.

10. Don’t flash money or documents in public places. Keep small bills in your pockets whenever possible to pay for things. Be discrete in displaying your passport.

Safety Precautions for Times of Political/Social Unrest or Conflict

In times of political or social unrest in the host country or region, or when the United States becomes a party to a political conflict anywhere in the world, additional precautions are advisable.

1. Keep in touch with the current political situation by listening daily to the television or radio if available.

2. When in large cities and other popular tourist destinations avoid places frequented by North Americans: bars, discos, and fast food restaurants associated with the US, branches of US banks, American churches, US businesses and offices, US consulates or embassies.

3. Keep away from areas known to have large concentrations of residents aligned with interests unfriendly to the United States and its allies. Always consult with the program Leader before undertaking travel to neighboring cities or popular tourist destinations during free time.

4. Be as inconspicuous in dress and manner as possible. Wear moderate colors and modest clothing. Avoid American logos on your belongings and clothing. Avoid large loud groups.

5. Keep away from political demonstrations, particularly those directed toward the United States. If you see a situation developing, resist the temptation to satisfy your curiosity and investigate what is happening. Walk the other way. Be clear that we are not interested in denying free speech but you need to remember that free speech is a US constitutional guarantee and you are a guest in another country and you are not an independent agent but a representative of PSU. Your actions are not yours alone but reflect on the University and the program. Your presence in the country is solely a result of this programmatic purpose. Failure to meet your responsibilities could jeopardize your status as a PSU program participant.

6. Do not agree to newspaper or other media interviews regarding political conflicts. It is important to remain as inconspicuous as possible. Do not make reference to your program or group. In such cases, always say “No
comment” and hang up or walk away. Again, this direction is given because you are not an independent tourist on your own authority but a guest of the country under a PSU-sanctioned program.

RISK MANAGEMENT SECTION:

Overview
This ITP Manual contains plans and procedures to be used by the on-site International Trip Leader(s) and the home institution Plymouth State University (PSU) in the case of crises and emergencies of varying magnitudes. An emergency action plan can improve the handling of a crisis, reduce costs and injuries, and prevent a chain reaction of crises. It should serve as a guide during a crisis, defining roles and responsibilities, step-by-step procedures, and a communication network. Each plan will need to be customized to each short-term international program, as the culture and country-specific situation will dictate different modes and mechanisms of response.

A crisis is any significant event with potentially severe consequences that requires immediate action or response. Crises and emergencies may affect only one individual participant, a group of participants, the Leader(s), or the entire group. Crises can range from accidents, illnesses and injuries to natural disasters to civil unrest, riots and acts of terrorism or war. They usually cause significant emotional stress to the individuals involved, resulting in cognitive, physical and behavioral reactions. The following list contains some conditions requiring risk management during a PSU short-term international program:

- Participant behavior and conduct issues that endanger the safety of self or other group members or are otherwise disruptive (determined at the discretion of the Leader(s))
- Serious illness, injury, disappearance or death of a participant
- Emotional or psychological stress that requires intervention
- When a participant is the victim of a crime (e.g. theft, assault, rape, harassment) or is accused of committing a crime
- When an in-country situation arises that causes concern (e.g. political uprising or natural disaster)
- Any other international situation that could warrant concern, either US domestic or foreign

However, crises can be managed, and it is the desire of the University to see all its personnel working cooperatively to manage any crisis well, keeping at its highest goal the health, safety and well-being of our participants and leaders, minimizing any disruption to the program, and maximizing program benefits. Leaders should keep in mind that any emergency or crisis, however minor or individualized, may have an impact upon the morale of the group and the success of the program. Crises can result in disruption or, if extreme, early termination of a short-term international program.

Risk management is the process of preparing for, mitigating, responding to and recovering from a crisis situation. It requires an organized plan to ensure the safety of individuals and the community as well as an understanding of human response to stress. Each stage before, during and after a crisis presents special challenges and requires different strategies for effective management. Although no single plan can address all contingencies, PSU recognizes the importance of establishing, in advance, policies and procedures designed to safeguard the safety and welfare of participants and the University. The following policies are in place to serve the University's response to crises affecting participants on international programs.

The following documents are included in the appendices: Sample Important Contact Numbers Card; PSU Emergency Contact Numbers; Incident Report; Short-Term Program Specific Risk Mgmt Plan; Risk Mgmt Plan Sign-Off.

Orientation
One of the best ways to ensure the safety of participants and minimize the occurrence of litigation over negligence is
to provide a thorough orientation (pre-departure program).

Each short-term international program orientation will include:

- All participants of PSU’s short-term international programs are required to register their trip at the US Department of State website: [https://travelregistration.state.gov/lb/vui/](https://travelregistration.state.gov/lb/vui/)
- Cautions about alcohol and drug abuse and a warning not to carry, buy, or sell illegal drugs
- A warning that participants are subject to local – not U. S. – laws and that little can be done by the University or the U.S. Embassy to help participants who are caught breaking the law, other than visiting the participant in jail
- Region-specific health information such as the nature, prevention, and treatment of region-specific diseases; required and recommended vaccinations; water and food risks; and descriptions of persistent and epidemic diseases, including AIDS and STDs. The Leader(s) may wish to distribute travel health information available from the Centers for Disease Control at [http://www.cdc.gov/travel/](http://www.cdc.gov/travel/) and information on where to obtain products for safe travel worldwide at [http://www.travmed.com/](http://www.travmed.com/)
- Advice to prepare a customized medical kit including prescription medications in labeled bottles, generic prescriptions for refills, and an extra pair of eyeglasses or contact lenses (if needed), appropriate female products
- Information about the physiological and psychological consequences of jet lag, culture shock, homesickness, loneliness, changes in diet, lack of exercise, and other symptoms
- General instructions for emergency medical situations – using an emergency telephone system (ike 911), calling an ambulance, a hospital or doctor, or an embassy or consular office.
- How to locate routine professional medical help
- Prudent advice on how to minimize the possibility of being the victim of crime and/or sexual harassment
- Advice to avoid political activity
- Local diet and eating patterns, including ways to accommodate participants with special nutritional needs or preferences
- Facts on local crime and the political situation
- Advise participants to be honest in determining their discretionary needs. The best rule of thumb is your spending practices at home.
- Familiarize participants with local currency and exchange rates

The GEO pre-departure requirements provide participants with a link to the Department of State’s Travel Advisories and Consular Information Sheets. ([www.travel.state.gov](http://www.travel.state.gov)). The Leader(s) must provide participants with the most up-to-date advisory at the time of departure (if changes have occurred). Participants must also visit the Department of State Travel Advisory website as a requirement of their pre-departure orientation.

**Considerations on Liability and How to Protect Oneself, Participants and the University:** Safety and Tort Liability Issues

Tort law covers civil suits involving wrongful acts that result in injury, loss, or damage, and negligence are the most common tort litigation. In international programs, the most common example of negligence is a failure to counsel participants sufficiently about risks and dangers – natural, social, political, cultural, and legal – inherent in living in a foreign environment.

A legal judgment of negligence must prove duty, breach of duty, proximate cause, and actual injury. Duty is defined as an obligation recognized by the law. A duty is determined when the risk in question is deemed to be foreseeable through the objective eyes of “a reasonably prudent person in a similar situation.” Once a duty has been determined to exist, a standard of care is established. Disregard of this standard of care is a breach of duty and can result in a lawsuit. For example, a Leader who takes a group of participants into a known war zone has breached his duty. A less extreme example would be the university prohibition against travel in any areas of the world deemed unsafe by the U.S. State Department.
With a breach of duty established, a litigant must determine proximate cause. Proximate cause is proof that the breach of duty resulted in the injury, loss, or damage in question. Finally, successful litigation requires proof that an actual injury, physical or mental, occurred.

It is important to note that the standard of care in study abroad cases is higher than at the home campus because participants are in unfamiliar environments without the support networks to which they are accustomed. Case law on safety and tort liability issues involving students on university programs is less clear-cut than domestic findings. In addition, students may be operating in non-English speaking populations. Leader(s) must be conscious of this fact during pre-departure preparations and on-site management of their program. The following are ways to minimize the risk of tort litigation.

Program and Site Familiarity
The Leader(s) must be thoroughly familiar with the program, provider(s) of services; and the cultural, political, and social conditions of the site. Investigate the security of all accommodations and the safety record of all transportation providers. The University requires Certificates of Liability for all privately contracted vendors for transportation services. Research the security of all destinations and the areas through which the group will travel using ground transportation. All short-term international programs of PSU are prohibited to visit countries with a Level 3 or 4 on the “travel warning” list found on the US State Department’s website. Monitor State Department Travel Advisories and Consular Information Sheets (www.travel.state.gov). A site visit/planning trip well before the program begins is strongly advised.

Supervision and Backup
Make sure that someone is always in charge. Someone must be designated as second-in-command and available in case the Leader is unable to fulfill her/his responsibilities. If only one PSU Leader is participating, there must be a designated responsible adult from the host institution or organization who serves as the second-in-command. Someone (Leader, host institution staff, or participant leader) should be available to handle emergency situations at all times and are known to the GEO.

Prior to the trip, if the faculty/staff member is unable to participate or needs to be evacuated, in case of an emergency, it is the Leader’s responsibility to designate a back-up leader --- an employee from Plymouth State University. The back-up leader will need to be able to get to the site if an emergency occurs.

Insurance
The GEO requires all participants to purchase mandated university approved insurance, unless comparable coverage is provided by the trip provided. Full details of this coverage are available at the GEO. All of the participants must purchase PSU mandated health and emergency evacuation insurance through CISI.

Contractual Liability
This form of liability stems from not providing the services or quality of services that are promised. In order to avoid contractual litigation, you should do the following:
- Be honest about travel, prices, housing, food, etc.
- Include disclaimers in program literature. For example, “All costs are subject to change because of unanticipated increases in airfares or other program elements or fluctuations in monetary exchange rates” or “prices may vary, services may change.” Provide equivalent services when changes are made.
- Obtain clear, written contracts with service providers that include services, costs, and a refund or alternate plan if first-choice services cannot be provided.

General Security Considerations and Precautions
All participants and Leader(s) -- must be covered by personal health and accident insurance while traveling outside of the United States. All participants must purchase mandated health and emergency evacuation insurance from PSU, through CISI.

The Leader(s) and all participants will complete ALL pre-departure requirements, including ALL forms and complete ALL readings. The GEO will be responsible for managing all participant and leader files and will update the leader on the status of participant files. ALL files must be complete 3 weeks prior to departure.

The Leader(s) will receive a photocopy of all travelers’ passports, participant emergency contact information and participant physician forms, from the GEO. The Leader(s) will keep copies with him/her at all times throughout the program.

The Leader(s) must secure an international cell phone to use while at the program site and traveling in-country. The expense for an international calls will need to be budgeted for each program and is a necessity.

The Leader(s) will provide participants with a card that includes on-site medical and U.S. Embassy emergency contact numbers, contact numbers for the Leader’s cell phone, the host institution liaison, the international site address, and PSU emergency contact numbers (See Sample Emergency Contact Information Card in Appendix A).

The Leader(s) will encourage participants to develop a reasonable family communications plan that includes contingencies for emergency situations. This should also include information for emergency contacts about how to reach participants through the Leader(s) and host institution or organization in case of an emergency at home about which the participant must be notified.

The Leader(s) will register group passport numbers, addresses and phone numbers with the U.S. Embassy or Consulate in the host country or countries.

The PSU University Police will function as a 24-hour contact and will receive updated program information, including participant lists, Leader(s) contact information, from the GEO.

When handling any crisis, the Leader(s) must always carefully document all their actions in writing.

Before departure, the Leader(s) must learn about the general attitudes toward health care in the culture, e.g. do doctors hesitate to use potent drugs and take a wait-and-see approach or do they aggressively treat problems? This information will be invaluable in dealing with medical emergencies.

**The Difference between Real and Perceived Emergencies**

The University acknowledges that emergencies may be real or perceived. Real emergencies are those that pose or have posed a genuine and sometimes immediate risk to the safety and well-being of participants. These include occurrences such as coups and other civil disturbances; natural and man-made disasters; incarcerations; serious physical or emotional illness; accidents; physical assaults; disappearances or kidnappings; and terrorist threats and attacks.

Perceived emergencies are those that pose no significant risks to the safety and well-being of participants, but which are seen as threatening by family members in the U.S. or by others, including, at times, participants and colleagues at the home campus. Perceptions of threat can arise from several circumstances, including but not limited to sensationalized reporting of an event abroad; the distortion of information provided by a participant in a telephone call, e-mail message, fax, or letter home; or simply out of the nervousness of a family member or participant with little or no international experience. Such perceptions will sometimes affect family members and others in the U.S.
significantly and need to be treated seriously.

**Levels of Emergency and Appropriate Responses and Actions**
The GEO will determine the appropriate number of Leader(s) on any PSU short-term international program (10:1 ratio is the ideal student to faculty/staff ration); generally, the only situations in which one Leader is acceptable are those in which there is a host institution or organization with a full-time liaison who is able to share or take responsibility for the group in case the primary Leader is temporarily or permanently incapacitated. In such a case, the University must be supplied with the name and full contact information for the host institution liaison (Appendix D: Risk Management Plan Worksheet).

**Leader(s) Incapacitation**
In the event that the Leader is incapacitated to the extent that s/he can no longer effectively lead the program, the University should be notified immediately by either the Leader, host liaison, or by a program participant designated in advance. At this point, the backup Leader, designated prior to the trip, will be notified by the University to make arrangements for the group for the remainder of the program and will work to bring the Leader back to the U.S. as quickly as possible. If the group is scheduled to leave the current program site but the Leader is unable to do so, alternate arrangements will be made by the University.

**Possible Leader Responses to International Emergencies**
Emergencies that the Leader(s) could encounter include but are not limited to: general participant misconduct, serious illness or injury of a participant, hospitalization of a participant, mental health crisis of a participant, assault or rape of a participant, a participant being missing, a participant being taken hostage/kidnapped, arrest of a participant, death of a program participant(s), political crises, natural disasters, and terrorist threat.

The following capsule overview should serve as a list of possible courses of action to be taken in the event of one of these or other emergencies, to be used at the discretion of the Leader(s). A longer version of general guidelines follows.

First, assist the participant in obtaining appropriate medical attention. Remember, you are not the participant’s legal guardian, but you should try your best to get medical attention for the participant. The following is a list of information you should obtain to assess the situation:

- Participant’s name;
- Date of accident or commencement of illness;
- Details of injuries, symptoms, present condition, including temperature;
- Name and telephone number of attending physician;
- Name, address, and number of hospital or clinic, if applicable;
- Drugs administered; x-rays taken and results; surgery proposed and type of anesthesia. Wait for authorization if necessary and possible (work with doctor).
- Listen to the affected participant(s) and, when appropriate, take into account their desires when making decisions.
- Contact the University and file an Incident Report Form within 24 hours.
- Contact the 3rd-party provider personnel who are in-country.
- Make insurance contacts as required for authorizations, etc.
- Contact the participant’s Emergency Contact, or the GEO (participant emergency contact information on file).
- Notify the nearest U.S. Embassy or Consulate and/or seek their advice, as appropriate.
- Notify local law enforcement, as appropriate.
- Seek counseling for affected participant(s), as appropriate.
- Seek information from other participants, host families and local friends of participants.
Keep program participants updated on situation, as appropriate.

Information that you may want/need to obtain

Note: All faculty and staff advisors will have paper and electronic documents pertaining to all relevant participant information including: insurance, health, medical release form, and passport copy.

- Name, address and phone of attending physician(s) and medical facilities.
- Participant’s regular insurance provider name, address and phone as well as participant insurance policy ID.
- The nature of medical treatment and/or counseling already given.
- Diagnosis, prescribed treatment and prognosis.
- Risk to other participants.
- Details of any accident/incident including the name and contact information for any involved parties.
- Information on situation from any other participants in your group.
- Recommendations of the U.S. Embassy or Consulate
- Recommendation of local law enforcement and other agencies.
- Participant interest in returning to the U.S. [Academic and financial consequences of returning home.]
- Contact information for local friends and/or host family that may have knowledge about the situation.
- Police case numbers, officers involved, charges made against a participant, contact information for Police.
- The reaction of other international program directors in the area to the situation.
- The recommendations to citizens of the host country made by host country government.

General Guidelines for Leaders to Follow when Handling Emergencies out-of-Country

The first priority of the Leader is to safeguard the safety and well-being of program participants. Do whatever is necessary and reasonable to ensure their safety. Obtain any emergency medical care for affected participants as soon as possible. Remain calm. Do your best to diffuse any growing anxieties that may be occurring among participants.

Immediately contact the University about the emergency situation, even if you have already taken care of it. If you feel that the situation has been fully taken care of, fax or e-mail an Incident Report Form (Appendix C). If the crisis is ongoing, make every effort to reach the University by telephone, rather than e-mail or fax; there are many issues to discuss during a crisis.

Contact the 3rd-party provider in-country personnel. If the situation warrants, notify the local U.S. Embassy or Consulate about the emergency. Follow the Embassy’s or Consulate’s procedures and directives. If there is a continuing risk to the welfare of program participants (for example, during a terrorist threat), ask the appropriate Embassy or Consulate Officer to advise you on a regular basis about the evolution of the situation and about recommended behaviors for participants.

If the situation warrants and if you and the Embassy or Consulate believes it is appropriate, notify the local police about the situation. Then follow through with the procedures the police may require of you or the participant(s).

Keep the University informed on a regular basis, through telephone, fax, and/or e-mail messages, about the evolution of the crisis.

After the University is informed about an emergency, and after the Director of GEO has consulted with PSU’s Risk Management Team, you may receive a course of action/response plan verbally or in written format, that you and the participants will be expected to follow.

During a political crisis, social unrest, or some other emergency in which nationals in general or U.S. citizens in general may be at risk, instruct participants to avoid demonstrations, confrontations, or situations where they could
be in danger; behavior that could call attention to themselves or identify them as Americans (such as speaking loudly in English); and locales where foreigners, Americans, or American military are known to congregate. Instruct them to take down or remove signs, avoid using luggage tags, and avoid wearing clothing that might label them as Americans.

In the event you are unable to call out of the country or otherwise unable to reach University officials in the early phases of an emergency, proceed as best you can to secure the safety and wellbeing of participants following the advice of in-country officials and U.S. Embassy or Consular Officers. Then contact University personnel as soon as it is possible to do so. For example, during a natural disaster, such as an earthquake, all communication systems may be rendered inoperable. Upon completion of the incident, submit an Incident Report to the GEO (Appendix C). Write up the event and its repercussions on the group, in full to include in your final Program Report.

Special Situations
(a) In the event of the death of a participant, **DO NOT CONTACT THE NEXT OF KIN**. The University will handle this. After University officials notify next of kin, be prepared to talk with the participant’s family member(s) who may be calling once they have been notified of the death.
(b) In the event of the **sexual assault of a participant**, it may not always be appropriate to contact law enforcement. If in doubt, first seek the advice of host country experts and the U.S. embassy or consulate. Always seek emergency medical attention and psychological counseling as needed.
(c) If a **participant is missing** for more than 24 hours, inquire with friends and associates of the missing participant about her or his whereabouts; notify the U.S. Embassy, local police, and local sponsor(s) and give them your telephone number; notify the University at once. The GEO Director and Provost/VPAA and the PSU Risk Management Team will notify the participant’s emergency contacts. Be sure to provide as many details as possible regarding what happened and what is being done; check with local authorities daily, and inform the University of any new developments.
(d) If a **participant is arrested**, call the local law enforcement agency to ascertain the nature of the charge; visit participant in jail and determine what happened; have the participant call emergency contacts. If participant is unable to make call, the University will call contact; report situation to U.S. Embassy or Consulate; assist participant in obtaining funds for bail if possible; and notify the University about the incident as soon as possible.

Levels of Emergency

**Level I Emergency**
An occurrence or the potential for an occurrence that could be considered routine (e.g., loss of passport, single minor issue not requiring hospitalization, change of transportation modes or routes of program plan when no safety risk exists, significant change in itinerary).

**Responsibility:** Handled directly by the Leader(s) on site.

**Notifications:** For changes in plans, the Leader(s) should notify the University as far in advance as possible. For other occurrences, the Leader(s) should notify the University as soon as can reasonably be expected via e-mailed or faxed incident report (preferably within 24 hours). Discussion of such incidents should be included in the final Program Report.

**Action:** To be determined by judgment of the Leader(s) on site.

**Level II Emergency**
An occurrence or the potential for an occurrence that requires a response beyond a routine capacity (e.g. a single, non-life-threatening injury requiring hospitalization; a major bone break that would limit the participant from moving on, yet the rest of the group could move forward).

**Responsibility:** Handled by the Leader(s) in consultation with the Director of GEO. **Notifications:** Leader(s) should notify the University immediately by phone or e-mail and file an incident report within 24 hours.

**Action:** Determined by the Leader(s) on-site. Follow-up action may be determined by the Director of GEO.
Level III Emergency

An extraordinary event or the potential for an extraordinary event that requires a response beyond the routine capacity (e.g. a single life-threatening injury, multiple injuries requiring hospitalization; death; disasters including natural disasters, fire, floods, excessively dangerous weather; threats to public welfare, including bomb threats, protests/riots, hostage situations, individual violence, stalkers, violent crimes, etc.; community health issues such as infectious disease outbreaks, terrorist threats or possibility of war in the proximity of the site; etc.).

**Responsibility:** Handled by the Leader(s) on-site in consultation with the International Programs Risk Management Team on campus. Responsibilities are outlined below in the Action Timeline.

**Notifications:** The Leader(s) notifies the University immediately, and the International Programs Risk Management Team is mobilized.

**Action:** If possible, actions should follow the timeline below. In the event that communication with PSU is impossible due to technological or time constraints, the Leader(s) has the authority to take necessary actions deemed appropriate to ensure the health and safety of the participants, including evacuating participants to another location or to the U.S. Communication with the on-campus International Programs Risk Management Team should be made as soon as logistically possible so that emergency contacts and the University’s administration may be kept aware of the situation.

**Action Timeline for Level III Emergency Situations**

1. The Leader contacts the U.S. Embassy, Consulate or citizen services in-country to determine whether steps need to be taken to secure the group’s immediate safety.
2. The Leader contacts all participants to make sure they are safe and understand the realities (insofar as they are known) of the situation, whether the Leader believes the crisis to be real or perceived.
3. The Leader may require participants not to travel independently, to remain near the site, to gather as a group or to move to a new site, if appropriate and possible (if moving to a new site, the Leader should inform the University immediately).
4. The Leader should stress the importance of separating fact from rumor, give instructions and advice if necessary, and explain what is being done on the participants’ behalf.
5. The Leader may also instruct participants to contact their parents, guardians, or emergency contacts as soon as possible, with careful instruction not to exaggerate events.
6. The Leader contacts the University immediately, or as soon as possible, to relay information about the safety of individual participants and the situation as perceived by the Leader and by participants, if known.
7. The Leader and the Director of GEO begin writing a log, if possible. The Leader takes photographs of events/non-events, at the study abroad site, if possible and advisable. (See Appendix G)
8. After initially assessing the situation and receiving information from the Leader on-site (if possible), the GEO in consultation with PSU public relations office and the Provost/VPAA will determine the level and nature of the emergency and the need for assembling the Risk Management Team.
9. The Director of GEO will coordinate the University’s efforts to respond to the emergency, assembling and mobilizing the International Programs Risk Management Team. Other key personnel may also be included on the Team when necessary.

In some situations, the Leader, GEO and Provost/VPAA may also need to determine whether the crisis is real or perceived. Is information about the emergency coming from a reliable source or rumor? If the information may be coming from rumor and there is no threat (real or perceived) of immediate danger, the Risk Management Team and the Leader on-site will work together, as possible, to gather information about the emergency by contacting the U.S. Embassy or consulate (in current or “temporary” location, depending on the situation), local police, and other reliable sources.

If the Leader, Director of GEO and the Provost/VPAA determine that the crisis is perceived rather than real, all information used to come to this determination, including notes from phone calls, e-mail messages sent, information
printed from reliable sources on the web, etc. should be included with the event log and retained in the GEO for at least five years. If the perceived crisis is ongoing, the team will continue to collect information and add it to the log. The Risk Management Team will be immediately mobilized. In addition, the team will inform participants’ emergency contacts of the situation and explain what the University is doing in response.

The Risk Management Team may determine that (a) the Leader and participants should exercise extra caution (b) the removal of the program to a different site in the same city or country or in a nearby country is necessary, or (c) suspension of the program and evacuation of participants to the U.S. is necessary. The team may need to put together evacuation plan (to an alternative location abroad or to the U.S.) using information gathered from resources listed above.

The Coordinator of GEO will contact the Leader abroad to give a briefing on the plan of action. This plan must be shared with on-site participants as soon as possible.

The Risk Management Team will make every effort to inform participants’ emergency contacts of the situation and what the University is doing in response.

If the Crisis Becomes an Ongoing Crisis
The Leader will remain in contact with the U.S. Embassy/Consulate and local police and send reports to the University on a regular basis as determined by the Risk Management Team.

The Coordinator of GEO will share the Leader’s reports with the Risk Management Team and continue to monitor State Department warnings/cautions and other resources on a regular basis, as determined by the Risk Management Team.

The Risk Management Team will provide regular updates to participants’ emergency contacts explaining the situation and what the University is doing in response.

The Risk Management Team will prepare a plan to answer possible media inquiries.

Follow-up Actions
The Risk Management Team will assess the impact of the event and measures taken, review the program cancellation policy with regards to refunds to participants, assess the budget implications, develop a questionnaire to be used for follow-up interviews with affected participants and write a summary report, to be filed in the GEO, with a copy to the Provost/VPAA.

Web Sources for Monitoring Safety and Security Conditions
Country-by-country safety and health assessments by the U.S. State Department, updated frequently. Free subscription allows receipt of announcements via e-mail as they are issued. Three types of announcements are provided (the following wording is from their web site):
Travel Warnings are issued when the State Department decides based on all relevant information, to recommend that Americans avoid travel to a certain country.

Public Announcements are a means to disseminate information about terrorist threats and other relatively short-term and/or transnational conditions posing significant risks to the security of American travelers. In the past, Public Announcements have been issued to deal with short-term coups, bomb threats to airlines, violence by terrorists and anniversary dates of specific terrorist events.
Consular Information Sheets are available for every country of the world. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security."

**Centers for Disease Control, CDC Travel Information** [http://www.cdc.gov/travel/index.htm](http://www.cdc.gov/travel/index.htm)
The CDC provides official US government information about health conditions worldwide, including recommendations for immunizations.

**Contract Section**
The contract approval process may take several months, so it is extremely important to begin this process as earlier as possible. Copies of liability insurance policies for facilities visited may be required to accompany any contract. Any contract for services being utilized for a short-term program must be vetted and approved by PSU Procurement and Contracts. Copies of the signed contract will be held by those offices, along with GEO.

**Appeals Section**
PSU's international travel policies (ITP) allow for trip/program leaders to file an appeal of mandated travel protocols. Appeals must be made in writing and address to the GEO Coordinator, the Provost and the VP of Finance. Once an appeal has been reviewed and a decision made, no further appeal will be considered.

**Return Debrief Section**
GEO expects that all short-term program leaders will meet with GEO staff to provide a debrief of the trip. Upon return, program leaders will also return the thumb drive provided to them by GEO, and process all p-card slips in accordance with Financial Service Center requirements.
Your initials and signature at the bottom of this page indicates that you understand PSU global program pre-departure requirements as outlined below.

1. I have read and understand the **PSU Short Term International Travel Manual**, and I understand my role and responsibilities as a PSU global program participant.

   Initial________

2. I have read and understand the PSU Student Code of Conduct Guidelines. (https://www.plymouth.edu/office/dean-of-students/student-rights-and-code-of-conduct/)

   Initial________

3. I have reviewed the U.S. Department of State Consular Information website (http://travel.state.gov) for the country(s) where I will be traveling.

   Initial________

4. I have reviewed the Center for Disease Control website (http://cdc.gov) for the country(s) where I will be traveling and I am aware of medical recommendations and/or requirements for that region.

   Initial________

Participant Signature:_______________________________________ Date:_______________

Print Name:___________________________________________________________________
Last Name: ___________________________ First Name: ___________________________ Initial: ____________

Birth Date: _______ / _______ / _______ 

Gender: ____________

Participant ID # _______ -- _______ -- _______ Current Academic Status: ______ (frsh/spm/jr/sr/non-participant)

E-Mail Address: ________________________________ (Plymouth email only, unless non-student)

Your Current Mailing Address:

____________________________________________________________________________

____________________________________________________________________________

Telephone: (_______) ___________________________ Cell: ___________________________

Your Permanent or Home Address:

____________________________________________________________________________

____________________________________________________________________________

Telephone # (_______) ___________________________

Your Winter/Summer Break Address (If different from above):

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Summer Telephone: (_______) ___________________________

Parent/Guardian/Emergency Contact in case of emergency:

Name: ___________________________ Relationship: ___________________________________

Home Address: _____________________________________________________________________

Home Telephone: (_______) ___________________________ Cell: __________________________

Business Address: __________________________________________________________________

Business Telephone: (_______) ___________________________

Alternate Contact for emergency:

Name: ___________________________ Relationship: ___________________________________

Home Address: _____________________________________________________________________

Home Telephone: (_______) ___________________________ Cell: __________________________

Business Address: __________________________________________________________________

Business Telephone: (_______) ___________________________
IMPORTANT: To the Individual Planning to Participate in a PSU Global Program

It is extremely important that you disclose all of your medical history to the medical professional who will be performing your medical evaluation, even if you do not believe that your condition might create a problem for you while you are abroad. Individuals with an ongoing medical problem must take special precautions in preparing for and managing their situation overseas. The Global Engagement Office requires this Medical Evaluation in order to provide appropriate assistance to you should the need arise before or during your experience. This information will be kept confidential in accordance with the law. This information may be disclosed to your program leader with the highest level of discretion in order to protect your privacy.

Last Name: __________________________ First: __________________________ Male: ___ Female: ___

Program/Country: ___________________________________ Dates of Program: ______________________

I agree to make true and accurate statements regarding my health to the examining Physician/Health Practitioner:

Signature: ___________________________________________ Date: __________________________

----- PARTICIPANT: DO NOT WRITE BELOW THIS LINE -----

IMPORTANT: To the Physician/Health Practitioner Conducting the Medical Evaluation

*Physician/Health Practitioner must be licensed in the U.S. and cannot be an immediate family member.

The person named above has been selected to participate in a Plymouth State University Global Program. Depending on the program, the participant may spend a week to a month abroad. Living and studying in a foreign environment frequently creates unexpected physical and emotional stress, which can exacerbate otherwise mild disorders. It is important that all participants are able to adjust to potentially dramatic changes in climate, diet, and living and traveling conditions that may be seriously disruptive to accustomed patterns of behavior. Traveling abroad does not provide a resolution to health problems experienced at home.

PHYSICIAN/HEALTH PRACTITIONER: PLEASE PRINT CLEARLY

Name & Title: ___________________________________________ Phone Number: ______________________

Address: __________________________________________________________________________

Yes ___ No ___ 1. Does the participant have any recent continuing health problems? (If yes, please explain)

Yes ___ No ___ 2. Does the individual have any existing health conditions that may require treatment during the period of the program? (If yes, explain the condition and what treatment may be required)

Yes ___ No ___ 3. Is the participant currently being treated or have they been treated within the past five years for a mental health condition? (If yes, please explain)

Yes ___ No ___ 4. Does the individual have any drug or food allergies? (If yes, please describe reaction)

Yes ___ No ___ 5. Is the individual taking any prescription medications? (If yes, please explain)

Yes ___ No ___ 6. Is there any additional information that would be helpful for the program to be aware of? (If yes, please explain)

Yes ___ No ___ 7. Does the individual have any conditions that will require accommodations while on this program? (If yes, please explain)

I have completed this medical evaluation based upon information disclosed by the individual named above:

Signature of Physician/Health Practitioner: ___________________________ Date: ________________
Authorization for the Release of Medical Records Information

I, ______________________, hereby grant to Plymouth State University Health Services, as well as to physicians in private practice, in advance of my participation in a study away program and in anticipation of the possibility that I may require medical attention while away, permission to release upon written request [that may be accomplished by Fax machine] from any hospital, clinic, or physician, any and all medical records concerning me in the custody of Plymouth State University Health Services or in the custody of private practitioners. This authorization is effective upon my departure date of ______________, and shall remain in effect until the date of my return, ______________.

Participant Signature: _________________________________________________ Date: ____________

Print Full Name: ___________________________________________________________

If the Participant is under 18 years of age, this must be signed by the Participant’s parent or legal guardian:

Parent or Legal Guardian Signature: __________________________________________ Date: ____________

Print Full Name: ___________________________________________________________
Because global travel can be quite rigorous and demanding, we believe that only those participants who are in good physical and mental health should plan to participate. For that reason we ask that the participant and his or her parent or legal guardian carefully read and then sign and date the following certification:

I certify that I am in good physical and mental health and that I do not suffer from any special mental or physical problem or condition that would prevent me from successfully taking part in the global short term program in: ___________________ ____________________________.

I further understand that, in the event of an emergency abroad, the University reserves the right to notify my parent(s), guardian, or emergency contact.

Participant Signature: ___________________________________ Date: ______________
Print Full Name: ____________________________________________________________________________

If the Participant is under 18 years of age, this must be signed by the Participant’s parent or legal guardian:

Parent or Legal Guardian Signature: __________________________________ Date: ______________
Print Full Name: ____________________________________________________________________________

If, for whatever reason, you cannot sign above, will you give permission to the Director or Associate Director of The Global Engagement Office, and to appropriate health or counseling professionals at Plymouth State University, to discuss your health condition with the physician, psychologists or counselor who treated you during the past four years?

(Please indicate your willingness to have us talk with the physician, psychologist or counselor by signing on the line below.) N.B. If you do not sign this form either above or below, as appropriate, you will no longer be considered for participation in study abroad.

Signature: ___________________________________ Date: ______________
Name: ______________________________________________________________________________________

The name and address of your physician, psychologist or counselor:

Name: ___________________________________ Phone # ( ) __________________________
Address ______________________________________________________________________________________
PLYMOUTH STATE UNIVERSITY – Short Term – Global Engagement Office
Release and Waiver of Liability, Hold Harmless, and Indemnity Agreement

This agreement is signed by ________________________________________________________, whose permanent address is: __________________________________________________________________________, herein after referred to as the "Participant," and if the Participant is of minority legal age, signed also by the Participant's Parent or Guardian. All references in this Agreement to Plymouth State University include the University and the University System of New Hampshire and their trustees, officers, employees and agents.

1.0 Participant's Desire to Participate in the International Program
Participant is qualified for and accepted for enrollment in a short term program arranged through Plymouth State University's Global Engagement Office, and offered by or in conjunction with ____________________________, at the Sponsoring Organization (if applicable): _______________________________________________________; from ______/_____/_______ through ______/_____/______ in the country(ies) of______________________________________.

It is expressly acknowledged that the Participant is not required to participate in the short term international program.

2.0 Participant Responsibility for Medical Needs and Grant of Permission to Authorize Emergency Medical Care
The Participant has had a medical examination in anticipation of participating in this academic program, and there are no known health-related reasons or problems which preclude or restrict Participant's participation. The Undersigned understand(s) that Plymouth State University does not have medical personnel available at the location of the International Program, during transportation, or anywhere in the foreign country and grants Plymouth State University permission to authorize emergency medical treatment, including hospitalization either in the foreign country or in the United States. The Undersigned further agree(s) that Plymouth State University is not responsible for the costs of attending to any of Participant's medical needs, including costs for hospital care if Participant is required to be hospitalized while in a foreign country or in the United States during this International Program.

3.0 Travel and Accommodations
The Undersigned understand(s) that Plymouth State University in no way represents, or acts as agent for transportation carriers, hotels, and other suppliers of services connected with this International Program and agree(s) that Plymouth State University is not responsible or liable for:

3.1 any injury, damage, loss, accident, delay, disruption of travel arrangements, or other irregularity which may be caused by the defect of any vehicle or the negligence or default of any company or person engaged in providing or performing any of the services involved in this International Program;

3.2 Any loss, damage, destruction, theft or the like to Participant's luggage or personal belongings;

4.0 Cancellation and Modification of International Program
Plymouth State University reserves the right to cancel or make substitutions to the International Program or to make alterations, deletions or modifications to the itinerary in case of emergencies, changed conditions, or otherwise as it deems necessary. The University further reserves the right to adjust fees as necessitated by factors over which it has no control such as changes in currency exchange rates and tariffs and inflation. Plymouth State University further shall not be responsible for any losses or expenses incurred by the Participant due to weather, strikes, hostilities, natural disasters, or other such causes.

5.0 Legal Problems
The Undersigned acknowledge(s) and understand(s) that should Participant have or develop legal problems with any foreign nationals or governments, Participant will attend to such matters personally with Participant's own personal funds. Plymouth State University is not responsible for providing any assistance under such circumstances.
6.0 **Acceptable Conduct by Participant**

The Participant is aware of and shall comply with Plymouth State University’s rules, standards and instructions for their behavior. The Undersigned agree(s) that Plymouth State University may enforce its rules, standards, and instructions for appropriate conduct, and that such enforcement may include termination of participation in the academic program for inappropriate behavior or any action or conduct, the Undersigned shall be responsible for all expenses incurred in Participant's returning home. Further in this eventuality the Undersigned agree(s) that there shall be no refund of fees.

7.0 **Assumption of the Risks, Release and Waiver of Liability, and Indemnity**

7.1 Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in this Academic Program, the Undersigned, on behalf of Participant's family, heirs, and personal representative(s), agree(s): (a) to assume all the risks and responsibilities surrounding Participant's participation in the Academic Program, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and (b) to release and hold harmless Plymouth State University, its governing board, officers, agents, employees, and any participants acting as employees, from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which Participant may have or which may hereafter accrue to the Undersigned, arising out of or related to any loss, damage, illness or injury, including but not limited to suffering and death, that may be sustained by Participant or by any property belonging to Participant, whether caused by the negligence or carelessness of the "Releases," or otherwise, while in, on, upon, or in transit to or from the country where the Academic Program or any adjunct to the Academic Program occurs or is being conducted.

7.2 In the event that Participant's conduct causes damage to the property of the "Host Institution," the Undersigned agree(s) to indemnify Plymouth State University for such loss. The Undersigned further agree(s) to defend and indemnify Plymouth State University with respect to any claims, demands, or actions for damages brought by anyone else against the University for Personal Injury, property damage, or death arising in whole or in part from Participant's conduct.

THIS AGREEMENT shall bind the members of the Undersigned's family and spouse, if Participant is alive, and Participant's family, estate, heirs, administrators, personal representatives, or assigns, if Participant is deceased. In signing this Release and Waiver of Liability, Hold Harmless, and Indemnify Agreement, I acknowledge and represent that I have read it and all attachments hereto, that I am fully informed of and acknowledged that no oral representatives, statements, or inducements, apart from the foregoing written statement, have been made.

**THIS IS A RELEASE OF LEGAL RIGHTS.**

**READ AND UNDERSTAND BEFORE SIGNING.**

This Agreement takes effect when signed by the Participant and returned to and accepted by PSU.

Participant Signature: ___________________________ Date: ___________________________

Print Full Name: ________________________________________________________________

If the Participant is under 18 years of age, this Agreement must be signed by the Participant’s parent or legal guardian:

Parent or Legal Guardian Signature: ___________________________ Date: ___________________________

Print Full Name: ________________________________________________________________
The Global Engagement Office coordinates the University’s response to a real or perceived crisis. The Leader(s) will inform the Director of GEO first, if possible or the Provost/VPAA regarding the situation, and the Director will coordinate the crisis response. It is preferable that communication with the University be conducted via telephone, but if not possible, communication may be via fax or e-mail.

Throughout this document, whenever mention of contacting "the University" is mentioned, the following procedure should apply:

In case of crisis or emergency, the Leader(s) should contact the 24-hour number for the Plymouth State University Police at 603-535-2330. PSU Police will have a copy of the trip roster and has a complete 24/7 contact information for Global Engagement Office risk management members. The PSU Police will contact the list below starting with the Global Engagement Office.

**International Programs Risk Management Team**

*In the absence of any individual listed below, their office will provide another contact number.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Engagement Office</td>
<td>Main Phone: 535-3370</td>
<td>Fax: 535-3374</td>
</tr>
<tr>
<td>Vice-President for Academic Affairs (VPAA/Provost)</td>
<td>Phone: 535-2230 or 2091</td>
<td>Fax: 535-2785</td>
</tr>
<tr>
<td>• Robin Dorff, <a href="mailto:rhdorff@plymouth.edu">rhdorff@plymouth.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-President for Financial Affairs</td>
<td>Phone: 535-____ or _____</td>
<td>Fax: 535-____</td>
</tr>
<tr>
<td>• Tracy Claybaugh, <a href="mailto:tlclaybaugh@plymouth.edu">tlclaybaugh@plymouth.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President of the University</td>
<td>Phone: 535-2210</td>
<td>Fax: 535-2654</td>
</tr>
<tr>
<td>• Dr. Donald Birx, <a href="mailto:dlbirx@plymouth.edu">dlbirx@plymouth.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pat Bahr, <a href="mailto:ptbahr@plymouth.edu">ptbahr@plymouth.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Global Engagement Office
Short Term International Programs

The Leader(s) will provide participants with a contact sheet to carry in their wallet, which includes U.S. Embassy contact information, medical information, host information, Leader contact information and PSU emergency contact information. A sample emergency contact card is below.

The Leader will provide students with a wallet-size card including important contact names and numbers. Important numbers should include:

1. Faculty Leader cell phone
2. Host contact information
3. Local police contact
4. Local hospital
5. PSU-Global Education Office
6. PSU-University Police

Use the sample card below to create a customized card for your program.

<table>
<thead>
<tr>
<th>Emergency Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination:</td>
</tr>
<tr>
<td>[Sponsor/Host]</td>
</tr>
<tr>
<td>[Faculty Advisor]</td>
</tr>
<tr>
<td>[Hotel]</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Global Engagement Office: +1 603-535-3370 (M-F 9a-4p EST)</td>
</tr>
<tr>
<td>PSU Police: +1 603-536-1626 (24/7)</td>
</tr>
<tr>
<td>CISI: +1 800-303-8120 (24/7)</td>
</tr>
<tr>
<td>Local Police:</td>
</tr>
<tr>
<td>U.S. Embassy:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>
## Global Engagement Office Incident Report

Please complete this form within 24 hours of an incident and return by fax or email attachment to:

Director of International Programs, Plymouth State University

[Email: jane.barry@plymouth.edu, Fax: 603-535-2870](mailto:jane.barry@plymouth.edu)

<table>
<thead>
<tr>
<th>Today's Date:</th>
<th>Date and Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Location of Incident:</th>
<th>Country:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of site (private residence, business, office, public street):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### TYPE OF INCIDENT

- [ ] Behavioral Misconduct
- [ ] Accidental Medical Injury
- [ ] Illness Psychological
- [ ] Crisis Drug-Related
- [ ] Incident Theft/Burglary
- [ ] Minor Property Damage
- [ ] Missing Person
- [ ] Arrest of Participant
- [ ] Assault
- [ ] Domestic Violence
- [ ] Sexual Assault
- [ ] Racial/Hate Incident
- [ ] Vehicular Accident
- [ ] Fire or Bomb Threat
- [ ] Public Disorder
- [ ] Natural/Weather Disaster
- [ ] Hostage Situation
- [ ] War or Terrorist Act
- [ ] Other (please specify)

### NAME of injured or affected person:

- Local phone
- Cell

- Emergency contact person in U.S.:

- Contacted? Yes | No

### DESCRIBE INCIDENT OR INJURY

(use additional pages if needed; describe actions prior to incident, incident itself, and damage/conditions after incident)

- Were there witnesses to incident? Y | N

- If so, please provide names, addresses and phone numbers; please note if they do not speak English:

- Was this person treated? Yes | No

- If so, where and by whom? (Name and location of facility, by whom)

- Was this person admitted to a facility? Yes | No

- Where is this person now located? (please provide contact information)

- Financial impact of incident (estimate and explain; are emergency funds needed?)

- Follow-up action needed (please explain)
To be completed by Leader of the international program. This form must be submitted to The Global Engagement Office, MSC 62, prior to entering into agreements and promoting the program. This information is crucial for effective risk management planning.

### Faculty Leader Information

Name of Leader: ____________________________________________

US Residence phone: ___________________________ E-Mail: ___________________________

US emergency contact (Name, relationship, Phone, E-Mail):


Name of Co-Leader: ____________________________________________

US Residence phone: ___________________________ E-Mail: ___________________________

US emergency contact (Name, relationship, Phone, E-Mail):


### Program/Site Information

Location: ___________________________ Dates of Program: ___________________________

In-Country International Cell Phone Number: ___________________________

Site/Host Institution: ____________________________________________

Site/Host Institution Contact Person: ____________________________________________

Work Phone: ___________________________ Cell Phone: ____________________________

E-Mail: ___________________________ Fax: ____________________________

Address (please provide physical address, not P.O. Box):


Other In-Country Contact:
Travel Plans

*Please attach itinerary for group travel, including airline, flight numbers, departure and arrival times, and in-country travel arrangements, i.e. taxis, bus service, van, etc.*

Name of Travel Agent: ____________________________________________

Phone: __________________________ Fax: __________________________

Emergency Phone: __________________________ E-mail: __________________________

Emergency Services

*Be sure to register each member of the group with the U.S. Embassy upon entering the country, if required. Please be sure the following information is provided to each participant:*

  *If visiting multiple countries, please attach sheet with contacts for each country*

U.S. Embassy/Consulate

Address: ____________________________________________

Phone: __________________________ After Hours Phone: __________________________

E-mail: __________________________ Fax: __________________________

Local Police - Name: ____________________________________________

Location (physical address): ____________________________________________

Phone: __________________________ Fax: __________________________

E-mail: __________________________

Local Fire - Name: ____________________________________________

Location (physical address): ____________________________________________

Phone: __________________________ Fax: __________________________

E-mail: __________________________
Health Care

Is cash needed to access medical care? Yes or No

Is Insurance accepted? Yes or No

Types of Inoculations Required: ____________________________________________________________

__________________________________________________________

Recommended: __________________________________________________________________________

Hospital - Name: _______________________________________________________________________

Location (physical address): __________________________________________________________________

Phone: ___________________________ Fax: ___________________________________

E-mail: ___________________________ Web site: ___________________________________

Is English spoken? ______

Physician - Name: _______________________________________________________________________

Address: _________________________________________________________________________________

Phone: ___________________________ Fax: ___________________________________

E-mail: ___________________________ Web site: ___________________________________

Is English spoken? ______

Dentist - Name: _______________________________________________________________________

Address: _________________________________________________________________________________

Phone: ___________________________ Fax: ___________________________________

E-mail: ___________________________ Web site: ___________________________________

Is English spoken? ______

Global Engagement Office - Risk Management Plan-20
Psychological Services - Name: __________________________________________

Address: ___________________________________________________________

Phone: ______________________ Fax: ________________________________

E-mail: ______________________ Web site: _____________________________

Is English spoken? ______

List any Issues of Safety which are apparent (take photos, if appropriate)

1. 

2. 

3. 

EMERGENCY ACTION PLAN:

Have you established and shared with participants an Emergency Action Plan for any of the following? If so, please attach to this document.

1. Medical Emergencies Yes or No
2. Natural Disasters Yes or No
3. Political Turmoil Yes or No
4. Individual Emergencies Yes or No

TRAVEL ISSUES:

Modes of in country transportation which will be used as a part of Program (Please list type and Provider): Trip Leader must provide a “Certificate of Liability” from all private commercial transport companies employed to move trip participants. This certificate outlines the transport firm’s coverage and may be faxed to The Bagley Center at 603-535-2528.

1. 

2. 

3. 

4. 

Global Engagement Office - Risk Management Plan-21
Appendix F—RISK MANAGEMENT FORMS: Risk Management Plan Sign Off

Global Engagement Office Short Term International Programs

Name of Program: ________________________________________________

Leader: ________________________________________________________

I, ____________________________________________________________, have received a copy of the Global Engagement Office Short-Term Program Leader Manual (includes Risk Management Plan) which was reviewed with me by a member of the Global Engagement Office staff. I understand that I am responsible to communicate relevant information in this document to students. Upon fully reading the Risk Management Plan, I agree to return this signed document to the Global Engagement Office.

__________________________________________________________
Signature of Leader

______________________________
Date

__________________________________________________________
Signature of GEO Administrative Staff

______________________________
Date

Faculty will receive a photocopy of this form and the original should remain on file at the GEO.