



Safety and Security Checklist for UM Programs Abroad

Pre-departure Faculty Session:

Faculty, TAs, and program assistants are required to attend this session. Failure to attend will disallow the running of your program. Scheduling conflicts should be addressed with your Study Abroad Assistant Director in advance.

PRE-DEPARTURE:

Risk Management

1. Review the Risk Management website (<https://business-services.miami.edu/departments/travel-management/>) for policy updates. Read the International Travel Policy: <https://business-services.miami.edu/departments/travel-management/international-travel/index.html>.
2. Provide a complete and detailed itinerary to the Study Abroad Assistant Director and students at least four weeks prior to the trip's departure. The itinerary should include the names, addresses, and phone numbers of all housing facilities for students and faculty. It is imperative that this information be accurate. Any changes to the itinerary need to be communicated to the students and the Study Abroad Assistant Director immediately.
3. **Travel Registration** must be completed by students, faculty, and program assistants.
 - a. All U.S. citizens and nationals should register their travel itinerary with U.S. State Department Smart Traveler Program Enrollment Program (STEP) at <https://step.state.gov/step/>.
 - b. Non U.S. citizens and nationals should check with the embassy/consulate of their country of citizenship to find out if they can register their travel with them.
 - c. All program participants (faculty, students, and program assistants) are required to register their itineraries on International SOS at least two weeks prior to travel in order to participate on a UM program abroad. This registration will be verified by the Study Abroad office.
 - d. Students access instructions about the International SOS registration process in the My Study Abroad online application system.
 - e. Faculty & program assistants access instructions about the International SOS registration process through their CaneLink accounts.
 - Click on the *Employee* tab, then on the *Travel Abroad* link and you will be directed to <https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCAS786599>.
 - Enter your login details. First time users will need to create a login ID and password. When registering your information note that the phone number must be preceded by a +.
 - Click on "Location alerts" and enter your travel information. You should enter your information for each city you are passing through by clicking update at the bottom of the page. You can copy and paste your itinerary into the "Transportation Information" box.
 - Print the International SOS Travel ID card and keep it with you while abroad. (https://www.internationalsos.com/MasterPortal/images/ClientAssets/CustomPrintCards/19876654_CustomPrintCard.pdf)

4. Make sure that you and all accompanying faculty, TA(s), and program assistant(s) have the Study Abroad office emergency contact card and remind them to keep the card on their person at all times while abroad.
5. If you are granted permission to travel to foreign countries on the U.S. Department of State's travel warning list or countries with United States embargoes and sanctions, please coordinate with your Study Abroad Assistant Director about informing the Risk Management Department at least four weeks prior to departure. A current listing of countries with travel warnings may be obtained by visiting the link: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.
6. All Faculty Directors must hold a **Pre-departure Student Orientation** (program-specific, in-person, meeting for their course) and require their students, participating faculty, TAs, and program assistants to attend this orientation. Please inform the Assistant Director assigned to your program abroad of the time and location of this orientation so they can attend if their schedule permits.

Required Communications

7. You are required to have a cell phone that will be operable in all locations abroad. For locations where a cell phone is not operable, arrange to borrow the satellite phone from the Study Abroad office.
8. Your attendance at the **Pre-departure Faculty Session** is mandatory. Scheduling conflicts should be addressed with your Study Abroad Assistant Director in advance.
9. Take attendance for your study abroad group at the **Pre-departure Student Orientation** and ensure that all of your students have the Study Abroad office emergency contact card, and inform them that the card should be kept on their person at all times.
10. Each student participating in the program should receive an emailed and physical copy of the following information at least two weeks prior to departure:
 - a. Detailed itinerary including lodging contact information
 - b. Emergency contact card
 - c. Faculty Director(s)'s cell phone number(s)
 - d. Consulate information in each city
 - e. Emergency phone numbers abroad
 - f. Emergency plan

Travel Medical Services & Policies

11. Information about Travel Medical Services is available at the Student Health Service website. (<http://studenthealth.studentaffairs.miami.edu/index.html>) Advise students to make an appointment with the Student Health Center or their personal physician for a travel medicine visit for the necessary health care steps in preparation for their study abroad. The appointment must occur at least six weeks prior to traveling to allow sufficient time for immunizations.
12. If you are providing any written materials or advice about travel medicine to students, you must contact the Student Health Center at studenthealth@miami.edu for approval of your materials prior to sharing this information with your students.
13. Inform students that they may disclose health issues to you, the Faculty Director, at their discretion.
14. Provide the Study Abroad office with the telephone and email contact information for all accompanying faculty, TA(s), and assistant(s).

ON-SITE:

1. Advise students of known risks and potential crises that could occur.
2. Remind students to keep the Study Abroad office emergency contact card on their person at all times.
3. Provide students with local emergency number(s).
4. Provide students with phone numbers of other faculty, TAs, and program assistants.
5. Obtain student cell phone numbers and make the information available to other faculty, TA(s) and program assistant(s). Send the phone numbers to the Study Abroad Assistant Director.
6. Explain Emergency Action Plan to students.
 - a. Designate emergency primary and secondary meeting locations.
 - b. Designate student leader(s) in case faculty member(s), TA(s), and/or program assistant(s) is/are incapacitated.
 - c. Inform the Study Abroad office of the emergency locations and the names of the student leader(s).
7. Remind students and accompanying faculty, TA(s), and program assistant(s) that non-participants may not participate in the course and any program-related activities.
8. Advise students that they must abide by local laws and must adhere to regulations in the *UM Student Rights and Responsibilities*.
9. Brief students on desirability of blending in with the local culture, maintaining a low profile, avoiding crowds & protest groups, avoiding drugs & alcohol, and using common sense & caution.
10. Keep the Study Abroad Assistant Director informed about any disciplinary and/or mental health issues. The Study Abroad Assistant Director will communicate with the Dean of Students and/or other appropriate UM office(s) for assessment and response.
11. Remind students that egregious behavior may result in immediate removal from program.

Emergencies:

1. Medical emergency:
 - a. Any hospitalization, no matter how brief
 - b. Rape or sexual assault
 - c. Severe food poisoning or allergic reaction
 - d. Anything of a psychiatric nature
 - e. Any incident involving injuries or potential injuries (i.e. bar fights, sports or leisure accidents, slip and fall)
 - f. Any other emergencies you deem appropriate
2. Responding to medical emergencies:
 - a. Seek appropriate medical treatment.
 - b. Immediately notify UM Police at 305-284-6666 who will contact the appropriate UM offices to provide on-site assistance if required.
 - c. Immediately document the circumstances, witnesses, and other pertinent information.
 - d. Require student(s) to call family if he or she is able. Otherwise, you must call the family.
 - e. If the emergency is life-threatening and the treatment decision must be made immediately, contact UM Police IMMEDIATELY.
3. Other emergencies include but are not limited to:
 - a. Volcanic eruption
 - b. Hurricane/tsunami/earthquake

- c. Terrorist bombing
 - d. Protests/civil unrest
 - e. Terrorist plot
 - f. Military coup
 - g. Widespread riots
 - h. ANYTHING “newsworthy” regardless of its impact on students or programs
4. Responding to general emergencies:
- a. Immediately notify UM Police (**305-284-6666**).
 - b. Account for all students.
 - c. Secure a safe location.
 - d. Contact and/or respond to directions of local authorities and U.S. embassy/consulate officials.
 - e. Notify the UM Police of your location and status.
 - f. Maintain continuous communication with the Study Abroad Office.
 - g. Require students to call family. If the student is not able to make the call, you must call the family.
 - h. Note that email/texting may be the best source of communication; therefore, use and check email/text messages continuously.

Important Campus Contacts:

1. [The Counseling Center](#): The Counseling Center offers a number of useful resources that you should share with your students.
 - a. **Counseling Center After Hours Line** (305-284-5511) Available for students experiencing distress and need someone to talk with in the middle of the night or on the weekend. This service can be reached by calling the Counseling Center’s main number, pressing 1 and the caller will be immediately connected to a licensed therapist. This service cannot change or schedule appointments. The after-hours crisis counselor is available when the Counseling Center is closed.
 - b. **Sexual Assault Resource Team (SART)** (305-798-6666) **SART** is a telephone resource line for University of Miami students administered by the [Counseling Center](#). If a student has been sexually battered, assaulted, or molested, recently or in the past, they may talk, anonymously, to a trained volunteer about it. The telephone resource line is also available to those seeking information or support regarding these issues.

Some of the above information appears on the website of the Office of Study Abroad at Michigan State University. Permission for use was granted by Julie Friend, Travel and Security Analyst at Michigan State University.