UNIVERSITY OF MIAMI

POLICIES AND PROCEDURES

Student International Travel Policy

PURPOSE

The purpose of this policy is to provide procedures for all students traveling on university trips outside the United States.

DEFINITION

University Trip – Includes any trip outside the United States organized, administered, or sponsored by the Study Abroad Office or any other department or school within the University or any other trip outside the United States in which a faculty member and/or staff member is traveling with University students in conjunction with, or as part of, an academic, community service and/or humanitarian endeavor.

POLICY

All students who are traveling abroad on a University trip must register with Red24 at the website: https://www.red24.com/affiliate/chartis/um/. The link can also be found in myUM under Online Resources. Students must input their entire itinerary including all locations traveled. Should the itinerary change at any time prior to and/or during the trip, the changes must be updated in the Red24 website.

Approval must also be given by the Director of Risk Management four weeks prior to traveling to the following countries.

1. Colombia
2. Haiti
3. Mexico
4. Ecuador
5. All of the countries located on the U.S. State Departmental travel advisory warning page (http://travel.state.gov./travel/cis_pa_tw/tw/tw_1764.html)

A copy of the Foreign Travel Insurance Form must be printed and carried by the student while traveling. The form can be found here: https://www6.miami.edu/travel/International-Travel/Foreign-Travel-Insurance.pdf

Students who require travel medicine consultation and/or immunization should schedule an appointment at the Student Heath Service or other medical provider at least six weeks prior to travel.

Any student who does not register with the Red24 program prior to travel will not be authorized to travel. Also, failure to comply with this policy may lead to the non-recognition of credits by the University of Miami for courses taken abroad.

GUIDE

This is a brief guide to assist University of Miami students and faculty in utilizing the security services available while traveling abroad.

The steps below demonstrate how you can view security information as well as the steps necessary for you to input your travel. It is a university requirement for all school sponsored travel to be logged into this system. This enables our security partner to provide better service during an emergency and prevent harm to students and faculty.

Step 1

View the security services site via your UM intranet link in myUM under Online Resource area or visit www.red24.com/umiami. Click proceed if you are a new user (the policy number will be **pre-populated** so you will not need to amend this field.)

OR

if you have pre-registered enter your username and password and skip to step 3.

UNIVERSITY
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Welcome

University of Miami is pleased to offer a full range of security services provided by Chartis US and their security partner, red24.

After logging in below, you will be able to access many security services, such as a travel safety website for information on virtually any country, travel health advisories, and subscribe to daily news updates. You will also be required to enter your university-sponsored travel information, which will be a helpful tool in the event of an emergency.

1. Enter your details

If this is your first time logging in, please click 'proceed' to get your own membership number and secure password. To view or print your ID card, click **here**.

New user

Policy number 9130195

Proceed

Registered user

If you have already registered, please enter your membership number and password below.

Membership number A960073727

Password ••••••

Proceed

Lost your password? Click **here**.

red24

For help logging in call: +1 800 626 2427

Special reports

Al-Qaeda in the Arabian Peninsula (AQAP)
Al-Qaeda in the Arabian Peninsula (AQAP) is a branch of al-Qaeda based in Yemen. In 2010, AQAP began to represent one of the greatest terrorist risks in the region, even surpassing the influence of the primary al-Qaeda group, based in Pakistan's tribal areas.

2. Select your travel security or health service

Travel safety website: Search your intended destination for any safety or security concerns, including areas in which extra vigilance is advised, getting around information, helpful security tips and important contact details.

Daily News: Subscribe to email reports sent each weekday, covering political stability, civil unrest, disease outbreaks, crime patterns and terrorism news from around the world.

Travel health advisories: View our articles on travel-related diseases and ailments, and see country-specific information on health concerns and vaccinations.

24-hour security assistance: Contact a red24 security specialist to discuss any safety concerns for your travel destination or if you need immediate assistance while you are away.

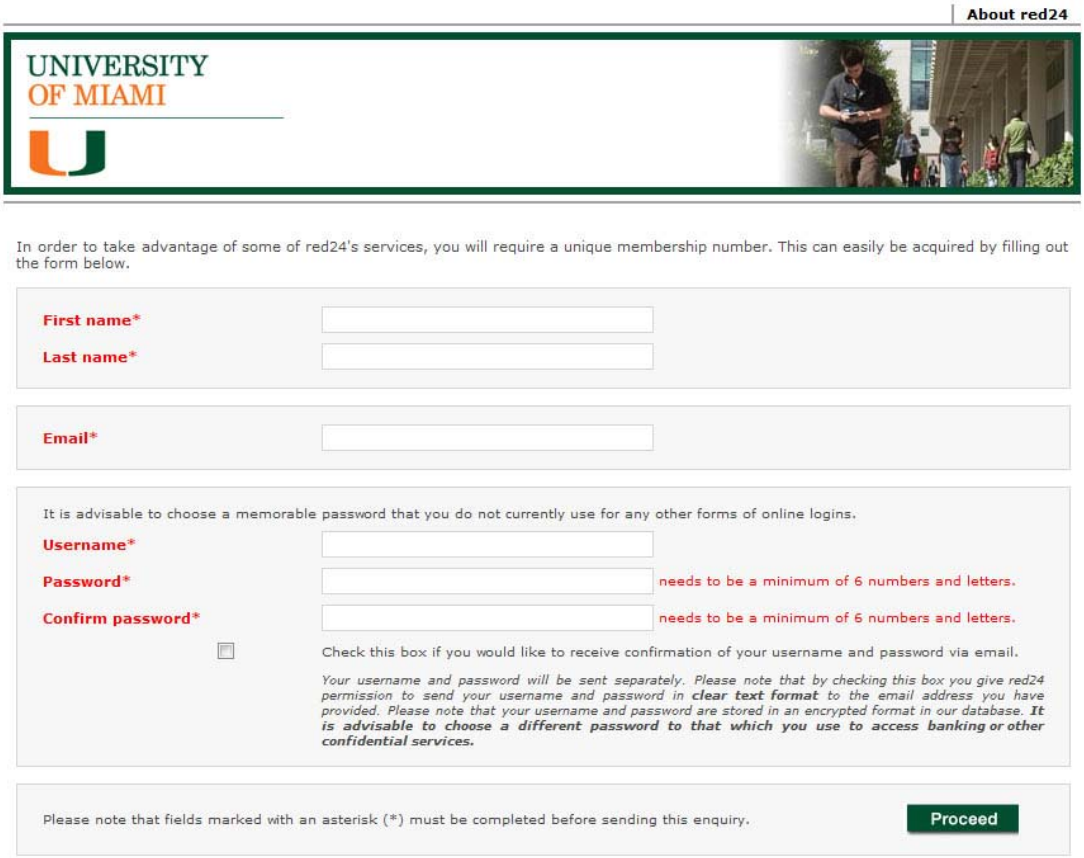
Location alerts: Log your travel details with us to receive email notifications of events in or near your location that present a major safety risk or inconvenience (including terrorism, civil unrest, major transport disruptions and severe weather risks).

Security evacuation: On-the-ground assistance should you be involved in a potentially life-threatening situation while abroad (such as political unrest, violent crime, kidnap and missing persons cases). We will initiate a rescue team, utilising our network of over 400 global security specialists* to assist you in person.

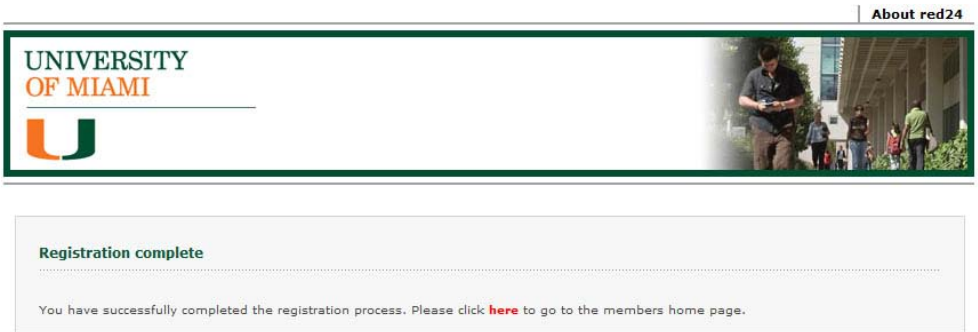
* All red24 global security specialists are professional security consultants with extensive experience in the military, government, police or CID.

Step 2 *(only applicable to new users, if existing skip to step 3)*

Enter the requested details in the form below and select proceed. If you have selected the option for sending your username and password details, these will be delivered to the email address you've entered. These can be used when returning as a registered user.

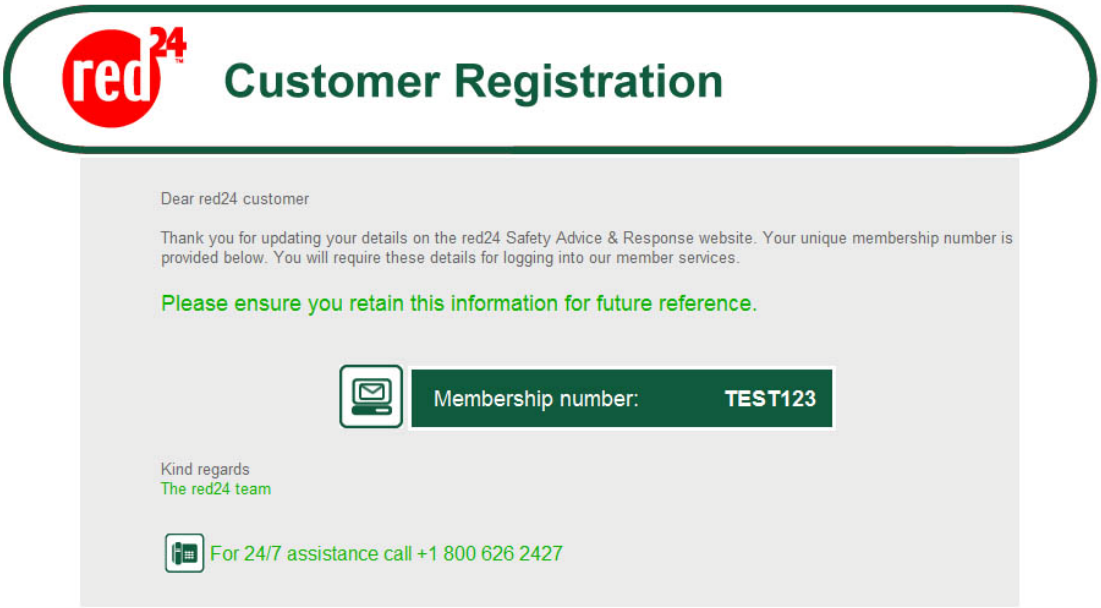


Click the proceed button and the following confirmation will be received

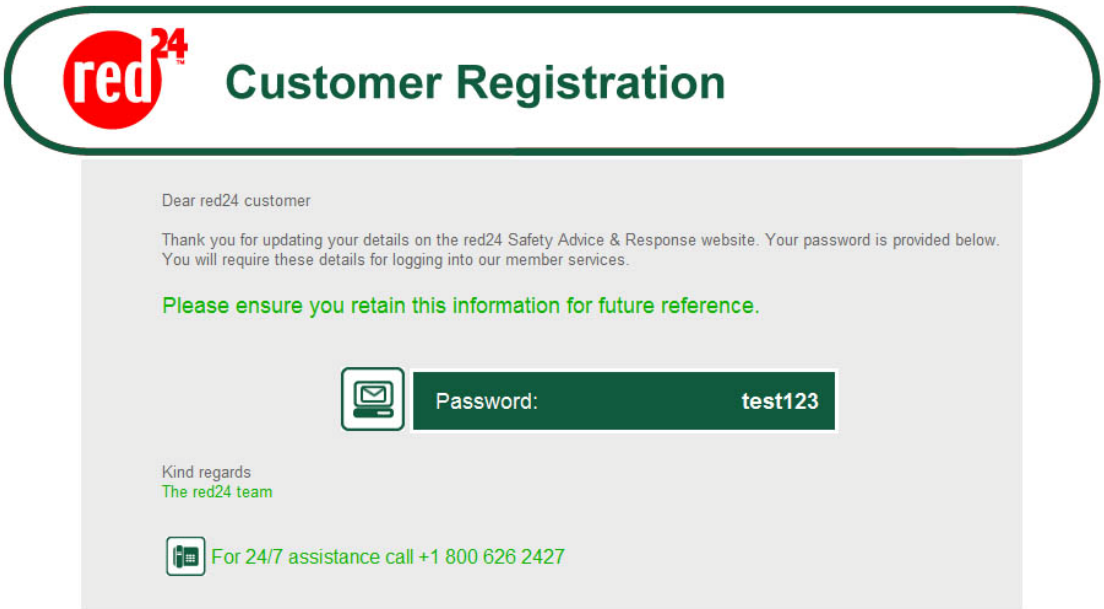


The following confirmations will also be received in your email inbox if you chose to receive username and password confirmations.

Email 1



Email 2

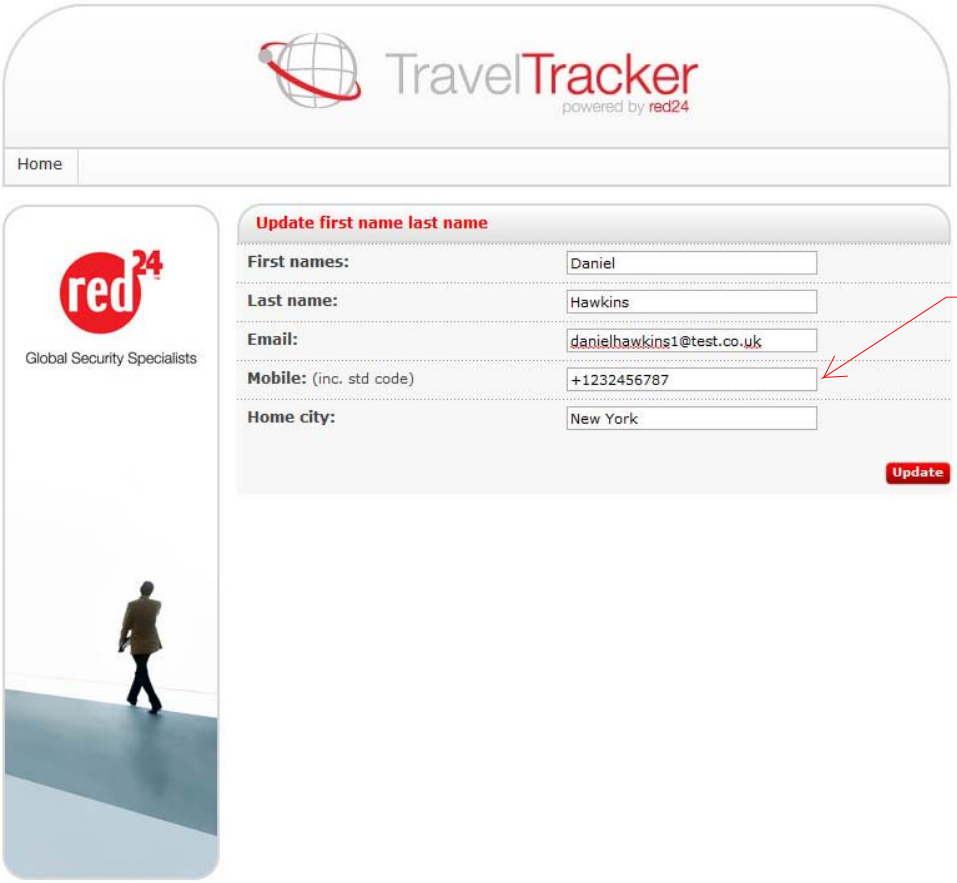


Step 3

Select your chosen service

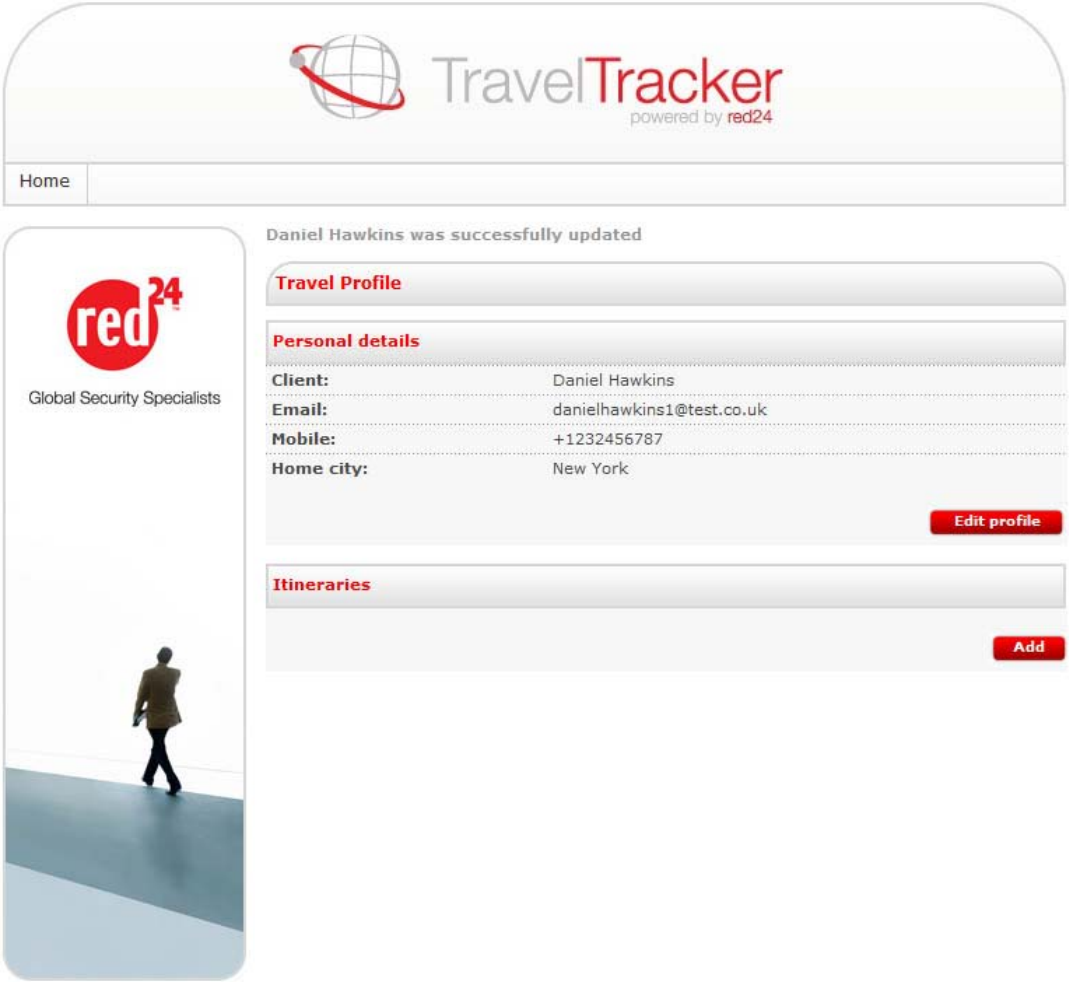
1. Travel Safety Website
2. Daily News
3. Travel Health Advisories
4. 24 hour Security Assistance
5. Location Alerts
6. Security Evacuation

When selecting “Location Alerts” for the first time you will be asked to complete the below screen:



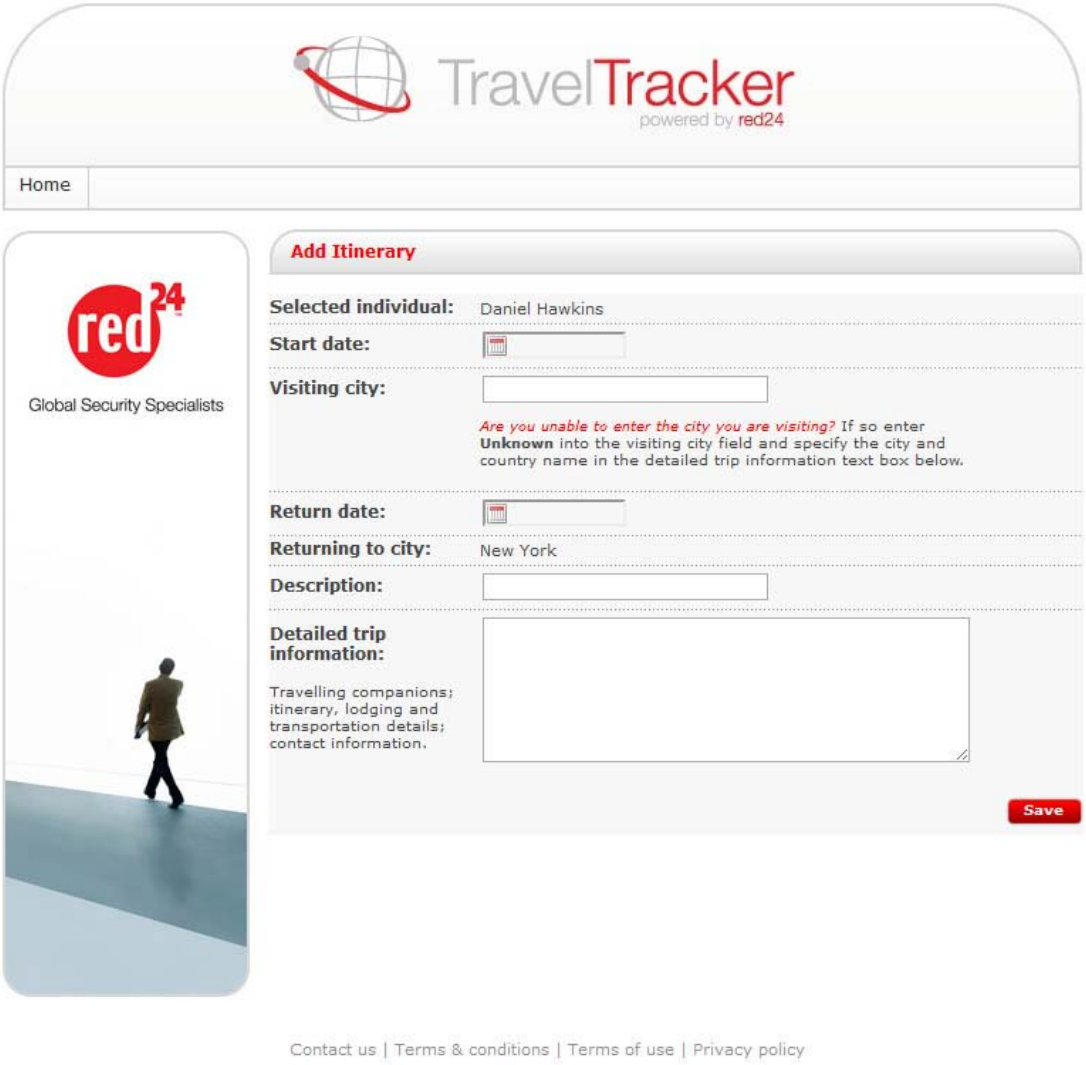
HINT: Please put a plus sign (+) in front of your phone number.

Thereafter the following screen will appear to input and update your own specific travel plans.



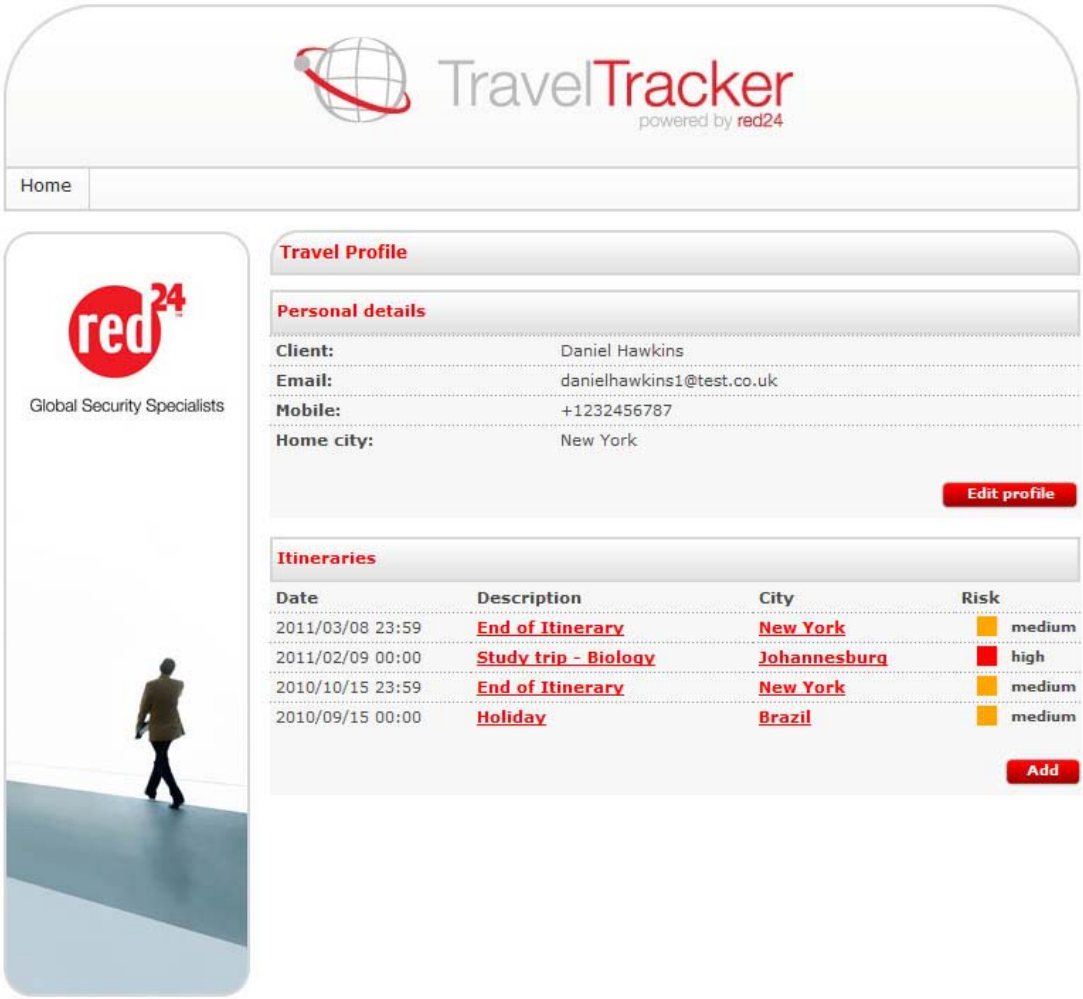
Step 4

Select “add” and fill out your planned trip



Step 5

Select “save” and continue adding itineraries to your profile. These will be saved so that when you return to your location alerts page, your information will have been saved and reappear as you last left it.



Step 6

Alerts will be activated to be sent to your email account for the regions and times of travel you specified. For example, if you entered an upcoming trip to Colombia, you would have received the following warning via email:

24 hour safety and security advice - worldwide

red24 alert

Country or territory : Colombia
City or region : Narino department
Incident : Warning of volcanic eruption

Colombia: Authorities have issued a red alert for the Galeras volcano, which is located in the south western department of Narino, warning that a major eruption is imminent. The advisory was issued after a minor eruption was reported at the volcano at approximately 04:00 local time on 25 August. At least 8,000 people have already been evacuated from populated areas surrounding the volcano. Travellers currently in the area are advised to avoid locations near the volcano, and are advised to monitor the media for any further warnings or advisories from the authorities. Travellers should note, however, that due to a number of security concerns, red24 currently advises against all travel to Narino department, excluding its capital, Pasto. For further information and/or advice call red24 on +442087070000.

Click here for further information
Please note that this link connects to an external news source and as such the news or information supplied may be altered or updated at any time after the sending of this email.

If you have any further queries please do not hesitate to contact **response@red24.com**
Alert sent: 25 August 2010 15:47 GMT