

# Health & Safety Overview: UA Faculty/Staff Travel with Students



THE UNIVERSITY OF ARIZONA GLOBAL  
Global Travel



Participation in the **UA Global Travel** Health & Safety session is an opportunity to:

- Share experiences and best practices with each other;
- Learn UA planning, prevention, and response expectations; and
- Enhance awareness of UA requirements, resources, and support.

Anyone traveling as a UA employee in a supervisory capacity is welcome to attend these workshop sessions. This includes, and is not limited to program or travel organizers, lead travelers, and graduate student TAs. Participation by the multiple parties involved in organizing, leading, and supporting travel experiences with or for students is vital in facilitating excellent support and response to student health, safety and security concerns.

This handbook combines best practices shared by UA faculty and staff, Global Travel, and academic international security professionals. It is intended as a support document to supplement the health and safety sessions and is not a comprehensive reference of expectations and requirements for traveling with UA undergraduate and/or graduate students.

All registered Program Leads are expected to attend a Health & Safety session at least once every two years. Global Travel will post a list of Health & Safety sessions for each term on the Study Abroad website on the [UA Faculty/Staff page](#) under the **Program Development** menu in the **Faculty Workshop Series** heading. In the meantime, please don't hesitate to reach out to Global Travel with any questions or concerns at: [uaglobaltravel@email.arizona.edu](mailto:uaglobaltravel@email.arizona.edu) or call 520-621-1063.



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## PROGRAM OR TRAVEL PLANNING

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### Situational Awareness: Be Prepared

Planning for a Study Abroad program or Field Trip should always include an understanding of the overview of the potential travelers, destinations, and activities in order to consider the risks for each so that you may best prepare yourself and others for unexpected incidents or emergencies.

UA employees are expected to be present, available, and responsible for all aspects of the trip or program for the full duration of the trip or program. In planning and overseeing the program or field trip, think creatively to what could go wrong, including anything that could require you to deviate from the planned itinerary, and pay extra attention to the news in your destination(s).

Recommended sources:

- Drum Cussac Risk Monitor <https://www.drum-cussac.net> (login with UA NetID and password)
- Zurich Travel Assist <https://www.zurichtravelassist.com/>  
*UA Employee Int'l Insurance* (Register with your UA email address and policy # **GTU 3032184**)
- Geo Blue Global Health <https://www.geobluestudents.com/>  
*UA Student Int'l Insurance*
  
- In-country news
- Google Alerts
- Social media
- Internet/Travel Guides
- OSAC Crime & Safety Reports (google with country name)
- U.S. Department of State <https://travel.state.gov>
- British Foreign Office [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)
- Australian Smartraveller <http://smartraveller.gov.au>
- Canadian Travel Advice <https://travel.gc.ca/travelling/advisories>
- Centers for Disease Control <http://www.cdc.gov/>

### Travel Risk Assessment

When assessing the risk level of a program or trip, please take the following into consideration:

Vulnerabilities: While many vulnerabilities are obvious, some are not. Some to consider include:

- Limited familiarity with destination(s) or involved activity(ies)
- Limited language fluency and cultural/communication skills
- Health conditions or limitations

- Extended travel abroad increasing risk exposure
- Perceived or actual identity or affiliations including (and not limited to):
  - Gender
  - Citizenship
  - Sexual orientation
  - Religion
  - Military or governmental affiliation

Potential in-country vulnerabilities may include:

- Generally limited awareness of nearby events
- Overconfidence (*A tendency of those with extensive experience to be complacent and let their guard down.*)
- Displays of wealth or the perception of ownership of valued property
- Easily accessible/unsecured personal information
- Overly-trusting demeanor

Mitigating Risks: Situational awareness is your biggest ally. When you are in tune with the students in your group and what is occurring around you, you will more quickly pick up on cues and sense if something is not right.

The Risk Assessment in the Program Lead application is provided to assist your assessment process. Work closely with Study Abroad and/or Global Travel to assess the potential risks of your travel with students. In some cases, additional insight and recommendations are also provided from the International Travel Safety Oversight Committee (ITSOC) and Provost approval may be required.

#### Risk: Travelers and Student Population

The risks of traveling with a group of undergraduate students can sometimes differ from traveling with a group of graduate students. Traditional undergraduate students are generally considered higher risk travelers as they are usually younger and have less life experience from which to draw upon and often have less international experience than graduate students. Expect to provide a higher level of support to this group of students.

Graduate and non-traditional undergraduate students are generally expected to have more life experience than traditional undergraduate students and often have varying degrees of international experience. And while this is likely to be the case, it is important to not make assumptions in traveler experience, capabilities, and understanding of risks associated with international travel and addressing emergency situations.



## Guests:

Including companions in official UA programming and field trips can be complicated and there are multiple considerations that should be included in the planning stages. Be sure to notify Study Abroad or Global Travel early in the planning stages if you are planning to bring any guests on the program or trip and understand that there may be restrictions. All guests must complete the Guest Form including an assumption of risk and release.

## Identity & Affiliations

Gender identity and sexual orientation can have significant impacts on traveler safety in many countries. It is important to know if students' sexual orientation may be considered socially unacceptable and even illegal. In some countries women face many obstacles concerning safety.

Veterans may have more experience with international travel, but certain destinations, situations, or activities could trigger PTSD symptoms. Previous or anticipated military connections could also pose some added risks for consideration. It's not always a good idea to talk about or display military affiliation in some locations abroad.

Traveling in connection with a U.S. academic institution could be considered a vulnerability in some locations. If so, advise participants to take steps to minimize this connection by not widely advertising through clothing, luggage tags, or other indicators.

Keep in mind that potentially perceived identity and affiliations are just as critical to consider as those that exist. Consider if the group may be perceived as a threat or if they may encounter complications with security due to perceptions. Consult with Study Abroad or Global Travel if you have any questions or concerns about this.

Please see these excellent resources for more information and safe travel planning:

- [Diversity Abroad Network - Guide to Study Abroad](https://www.diversityabroad.com) <https://www.diversityabroad.com>  
Includes resources for:

- [Racial and Ethnic Minority Students Abroad](#)
- [Economically Disadvantaged Students](#)
- [First-Generation Students](#)
- [LGBTQ+ Students Abroad](#)
- [Women Abroad](#)
- [Students with Disabilities Abroad](#)

- [Travel Noire](https://travelnoire.com/) <https://travelnoire.com/>  
Making international travel more inclusive and representative for explorers of color
- [Information for Women Travelers](#)
- [Traveling with a Disability - Mobility International](http://www.miusa.org) <http://www.miusa.org>

### Medical, Mental Health & Disability Considerations

Students and employees may have concerns about discrimination and stigmas associated with mental or medical illness or disability. While it cannot be mandated, invite confidential disclosure so that you may provide adequate support and preparation for the program/field trip participants and take steps to maintain students' confidentiality with this information.

Prior to departure, check that students have met with a medical professional to discuss the risks they may face in the trip or program destination(s). Study Abroad students are expected to visit the UA Campus Health Travel Clinic, but any UA student, faculty or staff can have a travel consultation including recommended immunizations at the Clinic (call 621-9202 for an appointment).

Advise students traveling with medications to:

- Verify that medications *and their components* are legal and potentially available in the destination (this includes contraception)
- Memorize medications and dosages
- Travel with a written prescription for the generic name
- Travel with a letter from the prescribing healthcare practitioner stating that the medication is medically necessary
- Have medications translated into the appropriate language(s)
- Travel with medications in original prescription bottles, with labels
- Bring a little extra medication to allow for delays of up to a week (however, please note that if you bring too much of a medication that's considered a controlled substance or not legally dispensed in the host country, you could have legal complications)

Address any disclosed medical/mental health conditions, diagnoses, and/or concerns in private, pre-departure planning. We recommend that you discuss and review any medical and/or mental health considerations and planning with Study Abroad or Global Travel and/or a healthcare professional in order to ensure reasonable steps have been taken to address participant needs.

Difficulties and complications associated with mental health among college students are on the rise.

Prior to departure, locate and identify nearest and reputable:

- Hospitals
- Clinics
- Mental Health Professionals (English speaking), and
- Specialists for specific disclosed medical conditions (English speaking preferred).

If you need assistance locating resources, contact Study Abroad or Global Travel.

Students cannot be prevented from participating in a Study Abroad program or Field Trip on the basis of a disability or a medical condition. It is, however important and helpful to identify any potential complications that a student with a disability or medical condition may face on this trip so that students may be advised to any potential added risks or concerns. In some cases, it may be impossible to provide expected accommodations due to limitations abroad. Please work closely with the UA Disability Resource Center in creating accommodations for students.

### Behavioral Expectations

#### UA Code of Conduct

Students are bound by the UA Code of Conduct while on UA Study Abroad Programs and/or Field Trips. Please see the Student Code of Conduct manual at this link-

<http://azregents.asu.edu/rrc/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>

Remind students of these expectations during pre-departure and in-country information sessions. It is also recommended that you clearly state student behavioral expectations. Global Travel can provide a template for such an agreement.

A syllabus is an excellent tool to share the itinerary and convey your expectations during the trip or program. Just as you would for an on-campus class, be sure to clearly state the expectations for participation in classes and class activities and consequences for not meeting these expectations. Keep in mind that it can serve as an excellent point of reference when reviewing problematic behavior.

#### Risk: Locations

To determine risks associated with the destination(s), closely review all possible resources for your destination(s) in addition to your personal experiences and contacts. Some resources include the U.S. Department of State OSAC Crime and Safety Reports and other sources provided in the “Situational Awareness: Be Prepared” section.

If there are elevated risks in the travel destination(s), review by the ITSOC and Provost approval may be necessary. UA requirements may be mandated due to safety concerns, including political, weather, or crime patterns. Travel restrictions may be necessary for certain neighborhoods, cities or towns, states, or regions. You are expected to follow UA guidance and travel restrictions. Increases in risk levels at any time before or during a program or trip may require additional review, rescheduling, relocation, cancelation, or evacuation.

Travel to remote locations may increase the levels of risk due to the limited available support, including availability of medical facilities. When planning to be in a remote location, consider how you would respond to incidents due to severe allergies and other medical conditions (including mental health).

Determine if the timing of your travel plans coincides with dates of significant events (such as religious holidays) and/or increased risks for natural disasters (flooding, hurricanes/typhoons, wildfires, etc.) and if the location has other potential threats, such as extreme elevation.

#### Transportation & Road Safety

Road accidents are one of the greatest and most likely threat to travelers, so road safety should always be considered first in determining routes and modes of travel. Due diligence is expected in procuring safe transportation for students. Always use and verify reliable transportation providers and request seat belts. If seat belts or other safety features are unavailable, or you have questions regarding methods for vetting providers consult with Study Abroad or Global Travel.

Travel during the day is generally safer than at night. Due to road conditions and safety precautions you may need to confine travel to daylight hours in some locations. Review routes of travel to identify any roads that may have frequent accidents and hazards. There are often local resources available to assist with determining road conditions.

Consider the availability of safe transportation options for students throughout the program or trip. In many locations it is advisable to limit transportation options so that students are not riding on buses or other public transportation or hailing taxis from the street. In several locations Uber is considered a safe option (but dangerous in others). Students should generally be advised to travel in groups, particularly at night. If you need help determining safe options for transportations, contact Study Abroad or Global Travel.

#### Lodging and Classrooms

It is important to consider risks of natural disasters, fires, and rates of crime in determining safety considerations with lodging. Discuss any specific concerns with Study Abroad or Global Travel for assistance with recommendations regarding lodging specifics.

Many countries do not mandate fire alarms or fire suppression systems. Verify their availability and plan accordingly. Are fire escapes available and accessible? In many cases a good safety precaution may be arranging for second-fourth floor lodging with several exits. While planning for classroom and accommodations, identify any possible deviations from U.S. safety standards, including (but not limited to) smoke detectors and fire exits. Weigh the likelihood of different risks when making decisions regarding housing.

Employee proximity to student lodging is important to include in planning considerations. How will you maintain awareness of what occurs at the lodging? How can you be contacted or provide assistance if you are not lodging in the same or very near to the location?

Once at the lodging, verify that exit points are accessible and not blocked. Have everyone practice exiting the building and meeting a designated rendezvous point.

#### Risk: Activities

Align all official activities with the travel objective. Consider the potential risks and avoid activities that are not directly relevant to the academic content and/or are not covered by insurance.

#### Free/Personal Time

Personal time is when problems tend to emerge. A UA employee traveling with students is expected to have a general knowledge of student whereabouts and activities at all times during the trip.

It is recommended that for longer periods of free time (weekend/holidays) a UA employee obtain from students an itinerary of anticipated departure and arrival dates and times, potential lodging, activities, and how to contact the student. Please refer to the Independent Travel Form.

Encourage students to travel or go out in groups or at least pairs. Discourage students from leaving anyone behind, especially if alcohol may be consumed.

It is strongly recommended that leads do not permit students to bring guests into their rooms.

UA employees should share with students and Study Abroad or Global Travel expectations of any travel restrictions to certain locations due to safety concerns, including activity related to political, weather, or crime patterns. Travel restrictions may be necessary for certain neighborhoods, cities or towns, states, or regions. Be sure to point out landmarks to assist in the identification of restricted areas.

In locations of higher risk, it is important to limit free time. This can be accomplished by filling the schedule with course-related events outside of formal class time, including evenings and weekends.

#### Alcohol & Drugs

Leads should never provide alcohol or drugs to students or promote the consumption of either. It is expected that UA Employees will not become intoxicated while traveling with students regardless of student presence in the immediate vicinity. Most incidents and emergencies involve alcohol consumption to some degree.

## Expectations

Determine the roles and responsibilities and outline the expectations of what each employee's role is in an incident to avoid confusion and delays in dealing with incidents and emergencies. When considering these roles, consider potential disruptions (e.g. if someone were to be ill or otherwise unavailable). Develop clear protocols to serve as a template for responding to emergencies. When TA's are working alongside faculty, determine what roles each will take in an emergency and in difficult situations.

Employee departures from a program or Field Trip must be reported as soon as you are aware of the need or potential need to leave the trip. Report departures to Study Abroad and/or your department and Global Travel.

## Communication & Procedures

Determine how you would communicate with the group and the University during an emergency and/or in your absence. Be prepared to answer the following:

- If a student is hospitalized and the group must travel, who would stay with him or her and who would proceed with the group? (See HOSPITALIZATION OF A PARTICIPANT section)
- How will students communicate with you if there is a problem?
- Who will be aware of student activities and/or locations during student free time?
- In the case of a disciplinary issue, who will address the problem with the student?
- If the travel lead becomes ill or incapacitated, who would be "second in command?"
- At each location, where is the point of rendezvous?
- If you need to leave the program unexpectedly, who would provide student support in your absence? Who would you inform and involve?

## Pre-Departure & In-Country Briefings

Emergency expectations and plans are useless if they are not reviewed and understood. Hold at least one pre-departure briefing for everyone involved in the travel and upon arrival. For longer or higher-risk programs or trips add additional opportunities to review emergency preparedness information. Repetition and rehearsing this information is critical to information retention.

Present specific expectations and policies both prior to departure and upon arrival. We recommend including the following topics in your sessions:

- Emergency procedures and rendezvous points
- Chain of command, should the lead be incapacitated
- General safety with money, phones/electronics, etc.
- General and unique safety concerns (e.g. fire safety, political demonstrations, or climatic conditions)

- Unique cultural aspects of the program country or countries
- Importance of awareness
- Social media safety
- Site-specific security information
- Avoiding and handling sexual harassment (culturally-appropriate clothing and behavior, locations, or times of day)
- Mandated response to sexual harassment or assault reporting
- STEP registration
- Contact information (enter information into phones and have information in a non-electronic form separately from phone or wallet)

In-country briefings do not have to be only upon arrival, but should be included throughout the program/trip, particularly for longer durations and following incidents. A mid-trip check-in can be helpful as travelers tend to let their guard down once they become comfortable in a new setting.

For assistance with country-specific briefings please contact Study Abroad or Global Travel.

#### Liability

UA Employees acting without negligence and within the course and scope of UA employment and authorization are insured for liability that may arise while carrying out their work. Liability coverage is provided by the State of Arizona, and may include provision of legal counsel if needed, and payment of damages.

The above is with the understanding that all arrangements for an international field trip or Study Abroad program are thoroughly evaluated, considered, and assessed. Rather than making assumptions about safety, review available ratings and recommendations and have written agreements of expectations for services. Consult with Study Abroad or Global Travel for current information and advice to help you plan a safe international activity. Notify Study Abroad or Global Travel of any close relationships or personal benefit that could be perceived as a potential conflict of interest.

## TRAVEL Best Practices

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### MONEY

- Travel with extra cash, no less than the equivalent of \$100 USD (for some locations more may be appropriate). Separate your cash in a few out-of-sight places in your lodging.
- Always notify banks and credit cards of travel to prevent blocks on accounts
- Travel with at least one extra credit card as some places do not accept debit cards
- Review travel advice on safety measures when withdrawing funds from ATMs
- Generally, the best rates for currency exchange will not be at airports, but making withdrawals from ATMs or exchanging at banks
- Create a “throw wallet” with a little cash and a fake credit card to give to or “drop” on the ground in the case you are robbed
- Separate your assets. Consider placing money, credit cards, passports, etc. in different secure locations.

### PASSPORT

- Review your passport for expiration date and stamps/visas to other countries
- Provide a copy of your passport to your Emergency Contact
- Keep your passport in a secured location in your housing rather than carrying it with you everywhere you go
- Carry a photocopy of your passport separately from the original

### TECHNOLOGY

- Sanitize laptops, cell phones, and portable devices of personal information and ensuring passwords are not saved
- Take steps to protect data
- Remove banking apps
- Remind students to be careful with social media. DO NOT POST TRAVEL PLANS! Provide examples of potential topics to avoid posting

### HEALTH

- Wash hands regularly and frequently – carry alcohol-based hand sanitizer for when soap and water are not available
- Watch alcohol consumption that is out of the ordinary
- Drink purified or bottled water
- Carry a simple first aid kit
- Engage in [mosquito bite prevention](#)
- At high altitudes, know [travel tips](#) and recognize the signs of altitude sickness
- Be aware of circumstances that can impact energy:



- Jet lag/Sleep changes/ Fatigue
- Strenuous physical or mental activity
- Climate/Elevation
- Modes of transportation
- Food changes/reactions
- Be aware of things that can impact coping:
  - Change
  - Culture shock
  - Role of the unexpected
    - Inability to prepare
    - Beliefs/attitudes about Americans
    - Expectations of others
    - Living/working environment
    - Dangerous or traumatic experiences

#### ADDITIONAL SAFETY TIPS

- Maintain a low profile
- Travel with emergency numbers (memorized/documented outside of phone) and a paper map
- Recognize that the greatest risks for long-term travel is upon arrival and near departure
- Remind participants not to be naïve and remain vigilant
- Have trusted points of contact (POC), but don't overly trust your POC
- Remind students to be their own advocate, if something doesn't "feel" right, trust their intuition and respond
- Do not leave valuables in sight, even in a vehicle
- Print directions in the appropriate language to provide a driver

## INCIDENT AND EMERGENCY RESPONSE

### Reporting Incidents

An incident is a non-life-threatening occurrence, but may require the involvement of local authorities or medical professionals, and/or is of a disciplinary nature. Leads are expected to report to SASE or GR Study Abroad or Global Travel of any and all incidents, whether directly witnessed or reported to them by a third party. This should occur as soon as possible (within 24 hours), after an initial assessment of the situation and the situation is stabilized.

Anyone can report all incidents online at <http://global.arizona.edu/study-abroad/incident-response-form> and to follow up with an email to [uaglobaltravel@email.arizona.edu](mailto:uaglobaltravel@email.arizona.edu). You may also call Study Abroad directly at (520) 626-9211. If impossible to directly report within 24 hours, maintain thorough documentation of events and provide the report to Study Abroad or Global Travel as soon as possible.

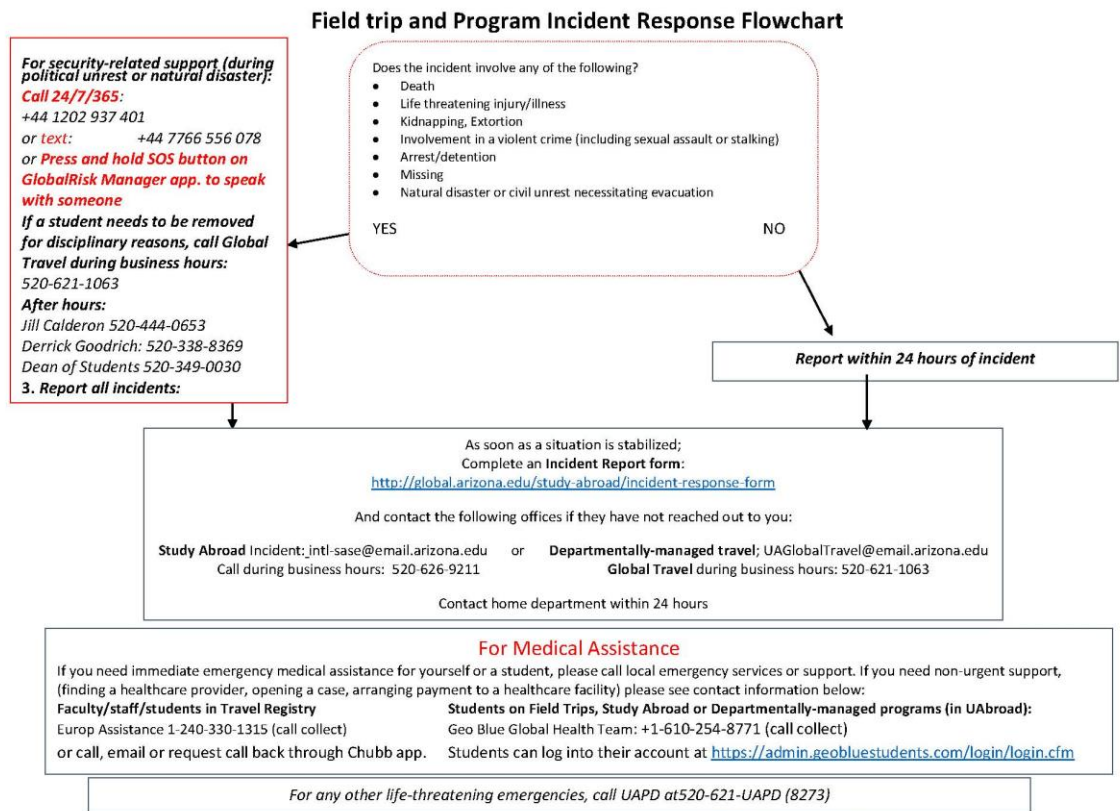
## Reporting Emergencies

An emergency is a life-threatening or potentially life-threatening event that requires immediate response. Examples of emergencies include:

- |  |                    |
|--|--------------------|
| Death  | Missing Student(s) |
| Kidnapping   | Extortion          |
| Civil Unrest   | Natural Disaster   |
| Disease Outbreak   | Sexual Assault     |
| Involvement in a violent crime, arrest, or detainment                    |                    |
| Life-threatening injury or illness (generally requiring hospitalization) |                    |

Responses to an emergency must occur swiftly. Your first priority is to quickly assess the situation, gathering as much information as possible and take steps to stabilize the situation. Always remember to address the safety of those directly involved and then the rest of the group. Maintain calm and order by providing the group clear instructions.

Please see the flowchart below for reporting guidelines:



## Communication

### UA International Emergency Support

Study Abroad and Global Travel are housed in UA Global and will assist with safety planning, reviews, and incident and emergency response. Study Abroad or Global Travel can facilitate communication for the travelers and any potentially involved departments, including the Dean of Students, Office of Institutional Equity, Office of General Counsel, and Risk Management, etc.

### Parents/Emergency Contact

Whenever possible, defer communication with parents directly to the student, Study Abroad or Global Travel. If you speak with a parent, obtain their contact information. Inform the parent that someone will get in touch with him/her. Immediately report and provide contact information to Study Abroad or Global Travel.

## Alcohol-Related Incidents

The following are some examples of behaviors that may result from inappropriate consumption of alcohol, which may result in student expulsion from the trip:

- Leading a student to miss class or be unable to participate fully in a travel activity;
- Resulting in any of the following-
  - Loud, disruptive, or offensive behavior according to U.S. or local norms
  - Loss of consciousness or vomiting
  - Destruction of property or abusive behavior
  - Endangerment of self or of others
  - Incarceration
  - Admission to a hospital or emergency room
  - Treatment for alcohol poisoning

Leads are expected to report any concerns regarding behavior potentially resulting from use of alcohol during the program. Most of the behaviors listed above would constitute grounds for dismissing a student.

## Drug-Related Incidents

“Illegal drug” means any drug whose manufacturing, use, possession, or distribution is prohibited or restricted by U.S. federal or host country law.

Leads should never provide any type of drug to students (over the counter, prescription, legalized or illegal) or promote intake of any substance. Leads are expected to not consume any illegal drugs while traveling with students.

Leads are expected to report any concerns regarding behavior whether resulting from the use of illegal or prescription drugs or otherwise.

## Missing Student

If there are any concerns that a student may be missing, follow Emergency Response Steps and as soon as possible call Study Abroad (520) 626-9211 Global Travel (520) 621-1063 or UA Police at (520) 621-8273/UAPD. Work with the onsite support or local police, as appropriate.

## Hospitalization of a Student

Students should never be left in a hospital without a UA representative. While planning and preparing your travel you should determine who would stay in the hospital with the student and who would manage the student group. Do not plan on using student participants in either role. Consult with Study Abroad or Global Travel if there are any concerns.

## Hospitalization of an Employee

Students should also travel with the numbers above. If the travel lead were to become incapacitated it is important that it is reported immediately. Contingency plans should be in place prior to departure, particularly if only one UA employee is traveling with the group of students.

## Termination from the Program or Trip

Expulsion from the program or trip should always be a last-resort option. The lead traveler for a Study Abroad program is expected to always contact Study Abroad or Global Travel for guidance and support prior to dismissal. Global Travel is a resource for support with a potential Field Trip expulsion. Whenever possible, provide a verbal and written warning to student prior to dismissal. However, if a student’s behavior is egregious, no warning is necessary before dismissing a student.

To reiterate; ***Program and trip leads can immediately send a student home (without prior warning at their own expense) if they pose an immediate danger to themselves or others and/or refuse help.*** If a student poses a danger to him/herself or others and/or it is advised by a mental health professional

that the student is not able to continue, the Lead should inform the student that they must separate from program or field trip. The student should be required to call their emergency contact to alert them of the expulsion. If they refuse, a UA representative must call the student's emergency contact to request support for the student. Sometimes insurance will pay for a family member to fly to the student's aid. If a student refuses to voluntarily leave, the Lead may expel the students from the program or field trip with the assistance of local law enforcement if appropriate. **Coordinate with Study Abroad or Global Travel prior to expelling any student from a program/trip.**

Leads are expected to assist students with appropriate arrangements to leave the country. If a student refuses to leave the country, it is expected that he/she will not continue to reside in program housing, attend any activities or associate with other students remaining on the trip.

### Stress & Trauma

During times of high-stress remind yourself and students that most reactions are normal and that one can figure out how to respond to the unexpected. It may help to ask students to remember what worked in stressful situations at other points of their life. Consider recommending:

- Getting enough sleep, while avoiding "oversleeping" as a stress reliever
- Minimizing use of alcohol
- Talking to someone sooner, rather than later

Emergencies are stressful and everyone involved in an emergency is likely to experience some level of trauma. Expect each person (including yourself) to respond differently. Trauma may be exhibited physically, emotionally, or without any symptoms at all. It is important that you remain aware of potential effects of trauma and respond accordingly.

### REPORTING

#### Incident Report

The Incident Report facilitates communication on the UA campus with the traveler so that incidents are known and documented. Remember to fill out an incident report after all incidents and emergencies requiring medical attention, disciplinary measures or law enforcement involvement.

#### Title IX: Nondiscrimination, Sexual Harassment, & Assault

The University of Arizona is committed to maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information, as set forth in the University's Nondiscrimination and Anti-Harassment Policy at <https://equity.arizona.edu/policies>.

All UA employees travelling with students are required to complete the UA's online Preventing Discrimination and Harassment training, as well as the Preventing Sexual Misconduct (Title IX) training prior to departure. Both trainings are available at: <http://equity.arizona.edu/online-training>. Inform students of your requirement to promptly report any concern of discrimination, including sexual assault, relationship violence, discriminatory harassment, or retaliation to either the Study Abroad, Global Travel or the Office of Institutional Equity. All UA employees traveling with students are expected to provide support for any UA student victims and to participate in any subsequent investigations per [Title IX](#).

All reports of this nature are to be handled with extreme discretion and you are asked to minimize the release of information of the student's identity.

Avoid any consensual relationships with any students while abroad and report any relationships or perceived relationships.

#### Clery Act: Crime Reporting

The Department of Education requires that all U.S. universities request reports from local police jurisdictions regarding crimes perpetrated on any property rented to or contracted by a university for any purposes involving students. For this purpose, an email or even a handwritten note confirming reservations constitutes a "contract." In order to comply with this federal regulation, you must, after each trip, provide to the UAPD the addresses as well as dates and times of use for all of these properties in their Clery Act Form: [https://uarizona.co1.qualtrics.com/jfe/form/SV\\_4Ggwmgvzn1TuKm9](https://uarizona.co1.qualtrics.com/jfe/form/SV_4Ggwmgvzn1TuKm9). These properties include, but are not limited to: hotels, apartments, classrooms, or any other rented public or private spaces.

All UA employees travelling with students are required to annually complete the UA's online Campus Security Authority (CSA) training, available on UAccess Learning and follow these directions:

1. Click on My Learning.
2. In the My Certification Status section click on the cert name: Certification: Campus Security Authority (CSA).
3. You will be directed to the Certification Progress page.
4. Part-way down the Description, click on the arrow in front of Campus Security Authority (CSA).
5. You will now see the Section Classes section and the CSA class. You should see a link to View Enrollment Options.
6. Click that link and you should now see the class (UA-1331-1) and an Enroll button.
7. Click Enroll and you should be successfully enrolled.

8. To get into the class to complete the components go back to the homepage (click the Home icon in the upper right corner).
  - a. Click on My Learning and you will now see the Class listed in the top section. Click on the class name and you will be able to see and access the components.

## RETURN

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### Debriefs

Debriefs are important opportunities to review a response to an incident or emergency, determine what was successful, reflect on planning and preparation for future travel with students, and identify if there are any remaining next steps of action. For Study Abroad programs, all program leads must schedule a debriefing meeting with a Study Abroad Coordinator within one month of program end/return or as soon as they are able, regardless of the presence of emergencies or incidents on programs.

### Student/Participant Feedback

Obtaining student/participant feedback, preferably in an anonymous format and always letting students know that it's never too late to come to you with feedback or suggestions can be key in identifying problem areas that you may not have been aware of during a trip or program. Please keep Title IX and Clery requirements as well as the UA Nondiscrimination and Anti-Harassment Policy in mind when responding to complaints.