ADDENDUM to University International Travel Procedures:

Owner(s): Center for Global Education (CGE); Budget & Risk Management (B&RM)

Overview: A global perspective is essential to the Marymount University (MU) academic mission, and the university has long supported international travel to conduct research, study cultures and languages, promote collaboration with peer institutions, represent the university, and for other academic, administrative, and sanctioned student activities. This Addendum documents the policy and procedures for undertaking international travel involving the trip preparation, documentation and communication with the focus on the safety of MU travelers. MU has international travel support services to provide emergency medical support or evacuation assistance in the case of a crisis, but these services work best when we know in advance about the MU traveler and when, where, and how they are traveling.

Policy:
This policy applies to all university-supported or university-related international travel, including but not limited to international travel for research, educational, co-curricular, or administrative purposes, with or without student(s), international study, exchange programs, and student group travel (of any duration and whether offered for credit or not). This policy and procedure apply to all travelers; all Travel Leaders and all those whom approve travel. Further, this policy applies to international travel to all travel destinations, no matter if defined as ordinary risk and high risk or extremely high risk. For Grants or Sponsored Program Information see ADDENDUM to University Travel Policy & Procedures: Travel Charged to Sponsored Programs for specific guidance.

This International Travel policy and procedure includes:
I. Definitions
II. Roles
III. Resources & Trip Planning
IV. Pre-Departure Preparations
   Faculty/staff independent travel without students
   Faculty/staff travel with students
   Co-curricular travel
V. Student university-sanctioned travel
VI. Pre Departure Preparation
VII. International Travel Reimbursement
VIII. International Emergency Policy & Summary
IX. International Emergency Detail Procedures

I. Definitions
• International Travel: Any university-supported or university-related international travel, with or without a student or students, by employees or students, including but not limited to:
  o International research, teaching, and administrative travel, with or without students,
  o Study abroad, or exchange programs, and
  o Student group travel (of any duration and whether offered for credit or not).
  o For purposes of this policy, international travel is university-related when:
The travel is undertaken because an individual is acting in an academic or professional capacity relevant to the person’s areas of responsibility, activities (including co-curricular and extracurricular ones), course of research, teaching, or study at Marymount, or

Is undertaken with or organized by any Marymount division, department, or office, even if not for an academic or professional purpose.

- For purposes of this policy, university-supported international travel is any international travel that is funded to any degree by the university.
- Travel with non-MU organizations may still qualify as university-supported or university-related international travel.

**Travel Warning or High Risk Destination:** Any destination in a country for which the U.S. Department of State has issued a current travel warning.

### Roles

- **Traveler:** A Traveler may be a MU faculty or staff member, student employee, an undergraduate or graduate student or alumnus/a, a member of the Board of Trustees or spouse, a parent of a student, a guest or volunteer chaperone. In no cases is a minor under age 18 permitted to participate in international travel, unless they are an actively enrolled undergraduate student.

- **Travel Leader:** A Travel Leader undertakes arrangements for international travel for a group of Travelers who participate in the trip voluntarily. For instance, a Travel Leader might be a faculty member who offers a short-term overseas course, or a Student Affairs or Athletic Department staff who invites members of a specific student group to join an international trip. For MU-sponsored groups, Travel Leaders must obtain appropriate University approvals under this policy to arrange for the group to study or visit outside the United States. They are also required to take specific steps outlined in this policy in preparation for travel, provide on-site supervision, and coordinate any emergency response. A Travel Leader does not refer to a person making travel arrangements for a group of employees traveling as part of a work assignment, such as MU faculty or staff attending a conference or traveling for fundraising purposes.

- **Travel Approver:** A Travel Approver is authorized to approve international trips for university-supported or university-related travel for Travelers who are either employees or students of University. Examples of Travel Approvers are the Board of Trustees, President, VPs, Deans, and the CGE Executive Director, each of whom has this authority under specified circumstances. Travel Approvers must consider, among other possible factors, the specific goals and activities of the anticipated travel program, the adequacy of planning and preparation of the Travel Leader or Travelers, and the general conditions they can expect to encounter. Travel Approvers must consult available resources for information about travel, health, and security risks prior to approving any travel.

### III. Resources & Trip Planning

Check with the following resources for information about travel, health and security risks:

- **U.S. Department of State:**
  - The U.S. Department of State’s website ([https://travel.state.gov/content/travel/en.html](https://travel.state.gov/content/travel/en.html)) provides extensive travel information for most international destinations.
  - Additionally, the Department of State issues two levels of notifications for countries that are assessed to be of higher than ordinary risk ([https://travel.state.gov/content/passports/en/alertswarnings.html](https://travel.state.gov/content/passports/en/alertswarnings.html)):
    - **Travel Alert:** Short-term events Travelers should know about when planning travel to a country (e.g. an election season that is bound to have many strikes, demonstrations, or
disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks).

- **Travel Warning:** For high-risk situations, issued when the State Department believes Travelers should consider very carefully whether to go to a country at all (e.g. unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks). Travel to countries with a Travel Warning may not be permitted and must be assessed and approved per the steps below.

  - **Travel to Travel Warning Destinations:**
    - When travel involves a destination on the U.S. Department of State travel warning list, Travel Approvers must consider whether the particular project or activity can be undertaken at a later date when conditions may have improved in the country and/or whether the activity can be carried out in another country.
    - Final approval for travel to travel warning destinations is given by the Board of Trustees, President or Executive Cabinet in consultation with the CGE Executive Director and the Director, B&RM and may be authorized where the educational or professional benefit of the travel is sufficient to outweigh indications of risk. Travel must be disallowed in cases where educational or professional benefit is judged not to outweigh safety concerns.

- **OSAC:** [https://www.osac.gov/Pages/Home.aspx](https://www.osac.gov/Pages/Home.aspx)
  - Use the Region Locator for specific reports on the intended destination:
    - Access embassy contact data, daily news and reports as well as crime and safety report data to evaluate the location for travel:
• **Travel Assistance Program (CHUBB/ACE):** [www.ACETravelAssistance.com](http://www.ACETravelAssistance.com)
  
  o This service provides University Travelers with medical emergency assistance through Europ Assistance. If a Traveler needs a doctor or hospital; is hospitalized; needs to be evacuated or repatriated; needs to guarantee payment of medical expenses; experiences a local communication problem; or whose safety is threatened by the sudden occurrence of a political or military event. Travelers are required to print and carry their ACE TRAVEL membership card for the duration of their travel.
  
  o All Travelers, Travel Leaders and Travel Approvers must register independently with Europ Assistance to gain access to their travel resources. Enter the **Group ID:** aceah and **Activation Code:** security as well as your basic information using your MU email account on the main page.
The system will send you an email confirmation so you can access the system. After providing some user profile information and entering the trip destination(s), you will see the travel warnings, health information and alerts for the trip.
IV. Pre-Departure Approvals, Registrations, & Preparations
In general the following are guidelines covered during the pre-trip orientations.

- International Cell Phone or University computing equipment: Travel Leaders are required to have a cell phone that will operate in all locations to be visited in the destination countries and provide this contact information to the Travel Approver. MU will log and track return of all cell phone and computing equipment provided by the University. Travel Leaders must provide their Travel Approver with clear instructions for contacting the local sponsoring organization or institution, or alternatively a third party in the country who will be able to confirm the group’s presence and circumstances; these instructions will also be recorded with the CGE in the field trip registration (when applicable).

- Pre-Departure Orientation: Travelers and Travel Leaders are required to attend a pre-departure orientation organized by the CGE to cover health and safety, social, political, economic and legal risks as well as the financial responsibilities, policies, and procedures. Contact CGE following all the pre-trip approval, and travel registration to schedule the orientation.
Local laws and customs: Travelers are subject to the laws and customs of any locations they visit. MU is not responsible for any expense related to country deportation or expulsion from a MU-affiliated or supported program. The Marymount University Community Standards, Student Handbook, HRS Policy & Procedures Manual, and HRS Employee Handbook apply to all university-sponsored travel.

Pre-departure procedures will vary depending on the type of travel.

A. Faculty/staff independent travel without students (e.g. conference, research, site visit, admissions trip, etc.):
   1. Travelers and Travel Approvers review the security warnings, alerts, travel planning resources, and other pertinent information provided by OSAC, U.S. Department of State, and CHUBB/ACE noted above for their destination(s).
   2. Traveler receives approval for travel from the appropriate Travel Approver. If travel is to a travel warning destination, the Travel Warning Destination Approval Form must be completed.
   3. Traveler registers travel plans in the U.S. Department of State’s Smart Traveler Enrollment Program (STEP).
   4. Faculty/staff Traveler completes the online travel registration for faculty/staff prior to departure.

B. Faculty/staff travel with students:
   1. Curricular travel (e.g. Global Classroom Series, short-term faculty-led programs)
      a. Travelers, Travel Leaders, and Travel Approvers review the security warnings, alerts, travel planning resources, and other pertinent information provided by OSAC, U.S. Department of State and ACE noted above for their destination(s). If travel is to a travel warning destination, the Travel Warning Destination Approval Form must be completed.
b. Travel Leader completes proposal for a faculty-led program and submits it with required supporting documentation to the CGE.

c. The CGE manages the online application for student Travelers, which doubles as their travel registration.

d. The CGE manages and keeps record of all logistical arrangements.

e. The CGE registers the group’s travel plans in the U.S. Department of State’s Smart Traveler Enrollment Program (STEP).

f. Prior to departure, faculty/staff Travel Leaders complete the online travel registration for faculty/staff and Travelers who are neither employees nor students at Marymount University complete the online travel registration for others.

2. Co-curricular travel (e.g. Campus Ministry, Athletics, etc.)

a. Travelers, Travel Leaders, and Travel Approvers review the security warnings, alerts, travel planning resources, and other pertinent information provided by the U.S. Department of State, OSAC, and CHUBB/ACE noted above for their destination(s). If a high-risk destination, the High Risk Destination Approval Form must be completed.

b. Travel Leader completes the International Field Trip Checklist & Approval Form, which and submits it with the required supporting documentation to the CGE. If travel is to a travel warning destination, the Travel Warning Destination Approval Form must be completed.

c. Travel Leader creates and eventually completes the online Field Trip Registration for Field Trip Leaders, which includes:

   i. International Field Trip Checklist & Approval Form (material submission): documents trip outline with dates, transportation, accommodations, planned
excursions, field experiences and any other activities. Also included are a budget proposal and approvals.

ii. **Acknowledgment of CHUBB/ACE Travel Assistance Program International Medical & Emergency Insurance** (electronic signature): documents summary of benefits depending on the Traveler (students; faculty & staff; alumni & volunteers & guests) and obtain the Travel Assistance Program Card.


iv. **Field Trip Timeline & Pre-departure Considerations** (electronic signature): document Travel Leader checklist and Pre-Destination planning considerations.

v. **Color Copies of Participant Passports** (questionnaire upload).

vi. Field Trip Logistics & On-site Emergency Contact Information (questionnaire).
d. Once the Travel Leader begins the *Field Trip Registration for Field Trip Leaders*, the CGE creates a travel registration application tailored for the trip and sends instructions for individual participant completion, which must be forwarded to all student field trip participants and completed by the deadline indicated.

e. Prior to departure, the Center for Global Education sends an exit packet to the Travel Leader, which will include:
   i. Participants’ medical information
   ii. Participants’ emergency contact information
   iii. ACE Travel Assistance information

f. Travel Leader registers the group’s travel plans in the U.S. Department of State’s [Smart Traveler Enrollment Program](https://step.state.gov) (STEP).

g. Prior to departure, faculty/staff Travel Leaders complete the [online travel registration for faculty/staff](https://example.com) and Travelers who are neither employees nor students at Marymount University complete the [online travel registration for others](https://example.com).
V. Student University-Sanctioned Travel
   1. CGE-sanctioned study abroad programs (e.g. semester, summer, internship, student teaching)
      a. Student Traveler completes program-specific online application in CGE system, which doubles as their travel registration.
      b. Traveler registers travel plans in the U.S. Department of State’s Smart Traveler Enrollment Program (STEP) prior to departure.
   2. Independent travel (e.g. research, conference attendance)
      a. Travelers and Travel Approvers review the security warnings, alerts, travel planning resources, and other pertinent information provided by OSAC, U.S. Department of State, and ACE noted above for their destination(s). Traveler receives approval for travel from the appropriate Travel Approver. If travel is to a travel warning destination, the Travel Warning Destination Approval Form must be completed.
      b. Traveler registers travel plans in the U.S. Department of State’s Smart Traveler Enrollment Program (STEP) prior to departure.
      c. Student Traveler completes the online travel registration for students prior to departure.
VI. Pre-Departure Preparation

- **International Cell Phone or MU computing equipment**: Travel Leaders are required to have a cell phone that will operate in all locations to be visited in the destination countries and provide this contact information to the Travel Approver. MU will log and track return of all cell phone and computing equipment provided by the University. Travel Leaders must provide their Travel Approver with clear instructions for contacting the local sponsoring organization or institution, or alternatively a third party in the country who will be able to confirm the group’s presence and circumstances; these instructions will also be recorded with the CGE in the field trip registration (when applicable).

- **Pre-Departure Orientation**: Travelers and Travel Leaders are required to attend a pre-departure orientation organized by the CGE to cover health and safety, social, political, economic and legal risks as well as the financial responsibilities, policies, and procedures. Contact CGE following all the pre-trip approval, and travel registration to schedule the orientation.

- **Local laws and customs**: Travelers are subject to the laws and customs of any locations they visit. MU is not responsible for any expense related to country deportation or expulsion from a MU-affiliated or supported program. The Marymount University Community Standards, Student Handbook, HRS Policy & Procedures Manual, and HRS Employee Handbook apply to all university-sponsored travel.

VII. International Travel Reimbursement

- International travel will be reimbursed, in part, on a per diem basis. Reimbursement for air, rail or bus travel, lodging and car rental will be based on the actual cost as evidenced by original receipts submitted with the Travel Expense Report. Meals and associated tips will be reimbursed at the per diem rate published by the U.S. Department of State for the country in question. If a hotel includes breakfast or a conference includes lunch, these should not be claimed at the per diem rate. Any expenditure in excess of the per diem amount will be the responsibility of the Traveler. Ground transportation and the associated tips will be reimbursed up to $20.00 per trip; ground transportation expenses in excess of $20.00 will require a receipt for reimbursement.
VIII. International Travel Emergency Policy & Summary

- **International Travel Emergency Policy:**
  - All efforts will be taken to prevent emergencies on a University-sponsored foreign travel program through thorough risk management training for Travel Leaders and Travelers including a pre-departure and arrival orientation about health, safety, cross-cultural issues.
  - All responses to a crisis will be governed by the highest concern for the safety and well-being of students, faculty and staff participating.
  - All reasonable and prudent measures will be taken to limit University legal liabilities.
  - All emergency communications will involve the utmost caution in deciding when, and with whom, information about an emergency should be shared.
  - The President and the Cabinet will be informed immediately of all communications regarding real or perceived foreign travel emergencies.
  - In order to ensure a timely and consistent response to any foreign travel emergency the CGE has been identified as the central contact department for the University. This policy and procedure will ensure all University faculty, staff, students, Board members or families who are foreign travelers whether for academic or business purposes will receive prompt and appropriate attention for any travel emergency.

<table>
<thead>
<tr>
<th>In a Crisis or Emergency Situation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact the appropriate authorities, i.e. police, in-country partners (if applicable), U.S. Embassy, medical personnel) to begin the action necessary to handle the situation.</td>
</tr>
<tr>
<td>2. Contact the Executive Director, CGE 571-265-7295, <a href="mailto:sabroad@marymount.edu">sabroad@marymount.edu</a>. CGE will contact other University departments including Academic Affairs, Student Affairs, B&amp;RM or outside parties as required.</td>
</tr>
<tr>
<td>3. Take necessary action in partnership with in-country partners (if applicable) to provide medical care in-country, emergency evacuation, etc.</td>
</tr>
<tr>
<td>4. If necessary, contact CHUBB/ACE’s 24/7/365 emergency assistance provider, Europ Assist, for support.</td>
</tr>
<tr>
<td>5. Complete an incident report describing the event and email the completed report to <a href="mailto:sabroad@marymount.edu">sabroad@marymount.edu</a>.</td>
</tr>
</tbody>
</table>

- **Marymount contact information:** Travelers are required to carry MU contact information for the duration of their travel as well as any other applicable contacts (noted below):
  - CGE: 703-284-6474 (9:00 am - 5:00 pm EST) and sabroad@marymount.edu
  - Executive Director, CGE : 571-265-7295 (24 hours)
  - MU Campus Safety: 703-284-1600 (24 hours)
  - Director, B&RM: 703-284-1498 (7:00 am – 3:00 pm EST)

- **CGE must** be contacted if the following circumstances occur:
  - Serious illness, injury, psychological stress, or death
  - A participant is the victim of a crime or is accused of committing a crime
  - A situation that causes great concern (e.g., a political uprising or a natural disaster)
  - Conduct issues at the discretion of the Travel Leader
In cases of medical or security related emergency Travelers should contact our insurance carrier: CHUBB/ACE’s 24/7/365 emergency assistance provider, Europ Assist:

**CONTACT Europ Assist**
1-800-243-6124 (inside USA)
1-202-659-7803 (outside USA, collect calls)
mailto:OPS@europassistance-usa.com

University Plan Number: 01AH585
Organization: Marymount University
Policy Number: GLM N11215154

- Europ Assist will ask for information about a number of issues and will take careful notes so as to be able to write a chronological sequence of events leading up to, during and after the emergency. The following basic checklist should be used during conversations.

  - Universal concerns to be addressed:
    - What is the current physical and psychological condition of affected participant(s)?
    - Is the Travel Leader now in close contact with all affected participants?
    - What is the proximity of the event(s) to all program participants?
    - What is the imminent risk to participant(s) if they remain where they are?
    - Are all program participants, whether directly involved or not, aware of the emergency? How are they responding to the emergency?
    - Are adequate food, water and medical attention available?
    - Is adequate and secure housing available? What other housing options are available if needed?
    - What instructions should be given to students if the situation worsens? Should participants be evacuated? Moved to another location?

  - Incident specific issues – address the appropriate type of crisis:
    - Seriously ill participant – Have you contacted Europ Assist for evacuation? What medical treatment has the person received? Does the attending physician speak English? What is the diagnosis? Prescribed treatment? Prognosis? Are other participants at risk from this illness? Does the participant have the necessary financial resources to pay for bills, or will the program cover these expenses and be reimbursed at a later date?
    - Seriously injured participant – Have you contacted Europ Assist for evacuation? What are the details of the accident? What was the on-site response? Where was the student taken? Diagnosis? Treatment? Prognosis? Is airlift a desirable and viable action?
    - Assault or rape – What are the details of the incident? What was the on-site response? Where is the assaulted/raped participant? Is counseling available? Has the closest U.S. consulate or embassy been contacted for advice regarding reporting of the incident? Has appropriate law enforcement been notified?
    - Missing participant – When was the participant last seen? Where was he/she going? When was he/she supposed to return? Are search operations underway? Have you notified local law enforcement agencies? Has the Embassy been contacted?
    - Arrested participant – Has the person been detained? Where? Has the U.S. Embassy been notified? What is their response? Advice? What are the names, addresses, and phone numbers of the arresting authorities? Is appropriate legal counsel available?
    - Political emergency or natural/man-made disaster – Has the U.S. Embassy advised participants to take appropriate action? Have all students been made aware of these precautions? Are all students following these precautions? Have local authorities imposed a curfew? Is travel in or out of the country being restricted? Is the group in danger? Is airlift a desirable and viable action?

- Foreign Travel Emergency Risk Assessment and Response:
  - Although the CGE, in consultation with other departments will assess the level of risk, if any, prior to travel, current risks must be assessed immediately after receiving report of a real or perceived
emergency. In assessing current risks, appropriate people and organizations will be contacted, by telephone if possible.

- If a situation poses genuine or immediate risk to the safety and well-being of study abroad participants, as well as to the execution of the program as planned it will be treated as an emergency. A situation may involve single participant, or all program participants.

**Program Suspension or Cancellation:**

- Circumstances that may cause harm to students, faculty, and staff must be discussed with CGE who will include appropriate parties based on the situation. Should a Travel Warning be issued for the international destination, CGE will determine a course of action based on consultation with on-site staff and University leadership. Aside from the issuance of Travel Warnings and/or specific directives by the U.S. Department of State and/or U.S. Embassy, the decision to suspend or cancel a program will also be informed by:
  - Marymount administrators and faculty members
  - University officials at the partner organization (where applicable)
  - Other officials from U.S. agencies and/or NGOs
  - CGE's own assessment of the following events (not in rank order):
    - Initiation of war by the U.S. against the country a neighboring country,
    - Initiation of war by a third country against the country of the program location,
    - Terrorist activity in the host city,
    - Protracted or indefinite closure of the host institution,
    - Inability of the local staff to organize and carry out the academic program,
    - Serious disruption of public utilities and/or services in the host city,
    - Widespread civil unrest, violence, demonstrations, and/or rioting in the host city,
    - A declaration of martial law in the host city,
    - Individual anti-American attacks (physical and/or verbal),
    - Direct military violence against the host-city.

- It is the responsibility of the Travel Leader to evaluate the level of seriousness of any event which may affect program as defined earlier (including their own involvement); determine emergency category; to establish and acts upon the suggested emergency communication protocol.

**IX. International Travel Emergency Detailed Procedures**

**MAJOR Emergency Situations: Follow the steps outlined above immediately. Be sure all incidents are documented on the incident report form at saabroad@marymount.edu**

- Death of one or more program participants
- Life-threatening injury or other medical emergency
- Physical/ sexual assault
- Natural or human disasters
- Political/ civil unrest
- Terrorist threat/ attack
- Arrest, criminal charges
- Entire group delayed/ stranded outside of the program location for 1 or more days (includes arrival/return days)

If feasible, the Travel Leader should gather all group members and communicate with the group in informative, but in non-threatening, non-dramatic manner. If all Travel Leaders are involved in the emergency response, create open group counsel, share roles as needed to capitalize on everyone’s respective skills in communication, crisis management, counseling, logistics, etc.
IF Emergency is affecting EVERYONE in the group (e.g. natural disaster, political unrest, terrorist attack)

- Travel Leader assesses any imminent or additional threat to the group based on their proximity to the event and contact the U.S. Embassy for instructions on evacuation, taking nearest shelter, transportation.
- Contact local partner and the CGE immediately if feasible.
- Gather group, ask students to stay calm if possible, follow instructions for evacuation.
- If evacuation is ordered by the U.S. Authorities (Embassy, Consular Officer, other), instruct everyone to take only absolutely necessary belongings (ID documents, airline tickets, medications, essential hygiene items, glasses, 1-2 changes of clothes, phones, 1-2 day food supply if available) and follow orders.
- CGE contacts U.S. Embassy to establish communication channel.
- CGE coordinates with the University Emergency Response Team for the next steps.

IF Emergency is affecting EVERYONE in the group – death of one or more participants

- Note: When discussing the death of a student there should always have another person in the room (e.g. during phone conversations). Either the Dean of Students, VP of Academic Affairs, or President will contact the parents or emergency contact person in the event of a student death.

- Contact CGE to establish mutual communication channels and decide on a communication with the participant’s family.
- CGE communicates with the U.S. Embassy in the country about a proper protocol in handling such situation.
- Travel Leaders communicate with the group in a factual manner about the incident, causes, etc. to prevent any emotional distress and rumors. Provide ad hoc counseling to students.
- Travel Leaders instruct students not to contact anyone from the participant’s family or anyone who may know the deceased student (fellow students, friends, etc.).

IF Emergency is affecting EVERYONE in the group – flight delay, cancellation

- At the airport, the Travel Leader which is most experienced with airline negotiations contacts airline desk agent and negotiates the earliest flight to the final destination for the entire group. Consult with other faculty should flights be several hours apart for each destination.
- Travel Leader gathers students at one place, provide feedback to the group as needed. Keep the group together.
- If flights are not available on the same day, negotiate overnight at the nearest hotel. Airline is responsible if they caused the lost connection. Even if they blame the weather, they should be able to assist with some hotel or meal vouchers for the group.
- Inquire patiently even though it will be very stressful and a lot of negative charge. Assertive yet polite approach is your best strategy. Never ever give up as the airline needs to provide assistance.
- Contact travel agent (when relevant and appropriate) while negotiating with the airline. Travel agent may provide additional push or information you may not be aware of, and that could be helpful in resolving this situation.
- Contact CGE if an overnight stay is deemed necessary.
- Provide list of names of students who do not have cell phones along or do not have a contract with cell phone provider to be able to call their family (especially if the group is still abroad). The University will call the families at the earliest opportunity to provide update especially if the expected delay is more than 5 hours.
- At the earliest opportunity, the CGE communicates with student relatives.
IF Emergency is affecting INDIVIDUAL participant (e.g. physical or sexual assault, being accused or a victim of crime/arrest/ criminal charges, serious accident or injury, emotional or psychological crisis. Note: If the incident is between University students contact the Director of Student Conduct and Academic Integrity, with the primary responsibility and university policy will apply. If the incident is between a University student, Travel Leader, and outside party, action taken will depend on the legal requirements of the host country and the wishes of the victim. Legal counsel will be contacted by the CGE or designee, if necessary, for appropriate advice on the role of the institution in the situation. If the incident involves sexual harassment contact Title IX Coordinator who will take the appropriate action.

- Faculty Leader gathers information about student being hospitalized or in a jail with every detail of the situation.
- If student is alone, separate from group, and for some reason was unable or has not called the local emergency response unit, do so immediately on their behalf – take notes of student’s location, type of assistance needed and reasons for immediate assistance.
- If situation requires a Travel Leader to travel to a hospital/ emergency room or a prison or a local police station, and depending on the time of day, immediately discuss splitting the faculty lead role for the group.
- Contact in-country partner if they can assist with a professional translating of the situation. If in-country partner is unable to assist, contact Europ Assist if a translator is needed for addressing medical emergency or criminal arrest or physical/ sexual assault.
- Contact CHUBB/ACE insurance company on behalf of the student (serious injury which may require either lengthy treatment or a medical evacuation to another country or to the U.S.).
- Contact Europ Assist if a large sum of money is requested by the doctor, or a hospital to pay for immediate medical treatment after student’s medical insurance coverage is discussed/explained.
- CGE establishes a communication channel and to counsel on informing the student’s family.
- All groups are registered by the CGE with the respective country U.S. Embassy/ Consulate.

Minor Emergency Situations: Follow the steps outlined above for situations and involve CGE or local authorities as required. Be sure all incidents are documented on the incident report form at sabroad@marymount.edu

Minor accident/ injury (small cuts, pulled muscle, sprained ankle); discipline issue(s) such as peer or sexual or other harassment, repeated participant alcohol or drug abuse, tardiness, pick-pocketing, petty theft; Lost passport or wallet; missed flight or train; minimal property damage; temporarily missing participant.

Approved by:

Al Diaz
Vice-President, Financial Affairs and Treasurer

History/Revision Dates

Origination Date: 04/19/2017
Last Amended Date:
Next Review Date: 12/31/2019