**UCA Study Abroad**

**Faculty Leader Handbook**

**(updated April 4, 2019)**

**Health and Safety Abroad**

## **Tips for Staying Safe:**

1. Try not to draw attention to yourself as a foreigner. Do not wear college shirts or American labels for example but instead wear neutrals to avoid attracting extra attention.

2. At a minimum, know how to ask for help in the native language of the country and know local emergency telephone numbers.

3. Adhere to State Department instructions to keep yourself safe. Enroll in the STEP program.

4. Always keep an eye on your purse/wallet/cameras. Wear backpacks in front of you on trains, buses and when in crowded areas.

5. Don’t carry large amounts of cash. Leave your passport in a secure location and carry a copy of your passport.

6. Be alert in crowds and be aware of the distraction techniques used to rob tourists.

7. Do not stay out late at night alone, or walk alone at night. The buddy system is highly recommended.

8. Stay away from political rallies or demonstrations.

9. Always let others know where you are staying, when you are expected to return, etc.

10. Adhere to local warnings and when swimming at local beaches ask locals about tides and rip currents as these can be dangerous. Beware of activities such as cliff diving and high risk activities that generally are not be covered by insurance.

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## **Behavior Abroad**

In registration for the study abroad program, students signed the following statement:

It is within the course instructor’s and the discretion of the staff of Office of Study Abroad to determine that my violation of such rules and regulations warrants my termination form the program. In the event I may be sent home at my own expense, I agree that the University has the right to enforce its rules and regulations, including its students conduct, in its sole judgement, and that it will impose sanctions, up to including expulsion from the program, for violating these rules and regulations or for any behavior detrimental to or incompatible with the interest, harmony and welfare of the University, the program, or other participants.

Students are subject to all UCA student policies found in the UCA Student Handbook while abroad including those related to alcohol and drug use.

**Alcohol and Drug Policy for UCA Study Abroad**

Students should be reminded that they are subject to the laws of the host country, rather than U.S. laws. Foreign Governments can prohibit certain prescription drugs. Faculty should work with the Office of Study Abroad before departure to make appropriate arrangements for students who need to take prohibited prescription drugs abroad.

Although UCA students are subject to local laws abroad and may be legally of age to purchase alcohol, all participants in a UCA sponsored education abroad program represent their university, state, and country and are therefore expected to uphold the same standards for conduct as on campus.

While consumption of alcohol is not prohibited on Education Abroad programs for students who are of legal age, students who are legally allowed to consume alcohol outside the U.S. should drink responsibly. UCA study abroad program itineraries should in no way inhibit the full participation of individuals who do not consume alcohol.

Examples of alcohol misuse faculty should not tolerate:

Alcohol misuse is defined as any use that is harmful or potentially harmful to oneself or others. The planned, systematic misuse of alcohol becomes alcohol abuse. Alcohol misuse may be present when:

● A student misses any scheduled event because of the effects of alcohol consumption

● A student becomes ill due to the effects of alcohol consumption

● A student is disrespectful to others sharing the same housing.

● A student engages in inappropriate behavior toward other individuals as a result of alcohol consumption

● A student does not abide by the relevant laws of the country in which he or she is staying

● A student engages in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s) as a result of alcohol consumption

● Students in a group facilitate/encourage or ignore a fellow student who is misusing or abusing alcohol

● Students transport alcohol to program sites with the intent of sharing the alcohol with the group. Faculty Leaders abroad may choose to report the behaviors above and any others as they see fit. Faculty Leaders should use the incident report to document alcohol misuse

During the proposal period, faculty leaders should request approval for any itinerary activities that involve faculty consuming alcohol in the presence of students or the students drinking as a group. Examples of activities that can be approved include group visits to locations that offer a sample of an alcoholic beverage or group dinners included in the program itinerary All such approved activities assume that alcohol will be consumed by all in moderation with the latter defined as one drink.

**Faculty Leaders: Alcohol and Drug Use**

Faculty should refrain from buying alcohol for students, accepting alcohol from students, and entering student’s personal accommodations unless in the event of an wellness check.

● Leaders should not consume alcohol in the presence of students unless this is part of an approved and scheduled event on the program itinerary. Events must be approved by the university during the program approval process.

● Alcohol consumption by faculty, staff, or group leaders during free time should be in moderation (1 to 2 drinks) because faculty, staff, and group leaders are expected to be on call 24/7 and to immediately and capably perform their duty as a group leader in an emergency.

● Program participants should be fully informed of the alcohol related policies.

When abroad, faculty leaders are to adhere to policies outlined in the UCA Faculty Handbook:

<https://uca.edu/academicaffairs/files/2014/07/fhb-current.pdf>

The faculty leaders are expected to follow the core values as outlined in the UCA Faculty Handbook including:

Integrity: We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world. Our commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility, and trust.

Ethics: We believe in acting with honesty, courage, and trustworthiness.

Respect: We support a community and climate of respect and thoughtfulness among students, faculty, staff, and the people of our community, state, nation, and the world.

Responsibility: We commit to being responsible and accountable in our operations at all levels of the institution, including continuous assessment of our academic programs and transparency in our fiscal and operational proceedings.

Trust: We value and continually seek to earn the public’s trust in all of our actions and words.

**Additional Requirements for Faculty Leaders**

## **Cell Phone Availability**

Faculty Leaders are required to be available by cell phone 24/7 for the duration of the program. The cell phone number(s) must be provided to the participants before departure, or as soon as professors arrive in-country. While WIFI is increasingly available, leaders should not rely on WIFI exclusively, but should have cellular service. Leaders typically:

* Add international calling to their existing U.S. plan
* Purchase or rent a local phone or SIM card in the host country
* Faculty leaders will be reimbursed upon return up to $100 to cover charges incurred with communication. Students are also *strongly* encouraged to have a cell phone with cellular service while abroad.

The Office of Study Abroad will assist in sharing phone numbers to all participants prior to departure.

## **On-Site Orientation**

Once you arrive at your point of destination, provide students with an on-site orientation. Go over the following at a minimum:

* Lead a walking tour of the area;
* Teach students how to use local transportation (bus and train stations used to/from housing, which taxi companies are a trusted form of travel);
* Share emergency response plan and procedure for communication in an emergency;
* Remind students they must adhere to both local laws and the UCA Student Handbook Policies;
* Remind students that when traveling on their own, they are required to let you know where they are going and when they plan to be back, without exception. Participants are to complete the weekend registration online form provided by Office of Study Abroad;
* Remind students you are there to help with any student services needs (cultural adjustment, grievance complaints for harassment/discrimination, reporting of assault/ rape, etc.);
* Provide students with site-specific information about potential health and safety dangers, in writing;
* Provide students with in-country emergency contact information (names and telephone numbers of medical emergency officials, law enforcement officials, U.S. Embassy/ consulate);
* Remind students to stay away from any demonstrations or protests. As foreigners, they are less likely to pick up on danger signals that are more obvious to people from the host culture, and they may even become a target. Remember that your presence with students in such a situation could make you responsible for harm that may occur, even if the students went to the high-risk location independently. The appropriate response would be to leave the scene and encourage the students to do the same.

## **Information Faculty Must Provide to Study Abroad**

Faculty leaders must provide the following information to Study Abroad one month prior to departure:

**Faculty Leader Name(s) and Phone Contact Number Abroad**

**Local Police Contact Abroad**

**US Embassy Address(es) and Number(s) (Closest to group activities)**

**U.S. State Department Emergency Contact(s)**

**Emergency Meeting Place(s) Abroad**

**If this meeting place is inaccessible, what instructions will you provide students?**

**Local Hospital Contact(s) and Address(es)**

**List of activities to be included in the acknowledgement of Activities Waiver and Release Form such as: Light hiking/climbing on uneven terrain; entering areas with health concerns; entering areas with extreme weather conditions; areas with dangerous flora or fauna (i.e. poison ivy, ticks, fleas, poisonous flora and fauna).**

**Emergencies Abroad**

An emergency is an occurrence or situation that poses a genuine and sometimes immediate risk to your health, safety or security. **Faculty leaders are to report emergencies abroad. Please first contact the Office of Study Abroad and complete an incident report (Available through Google Forms and in paper form to be scanned and emailed).**

Situations that are an emergency include, but are not limited to:

**Medical**

Life-threatening accident

Injury or illness

Severe psychological or mental problems

Any hospitalization

**Crime**

Sexual assault

Victim of physical assault

Arrest, detention or questioning by police or other security forces

Disappearance or missing person

**Political Crisis**

Crisis immediately affecting safety, security or health

Terrorist attacks

Riots or civil unrest

War

**Natural** **Disaster**

Crisis immediately affecting safety, security or health

**Death**

**Emergency Contact Information**

Know the local country’s emergency number and location of nearest US Embassy or Consulate

Share with participants.

**UCA Study Abroad Office Emergency Contact only**

501-428-6006 Study Abroad Cell Phone

**(Non-Emergency Contact)**

501-450-3387

501-450-5098

8:00 am to 4:30 pm Central Time

**iNext Insurance Provider**

Important Numbers:

Seven Corners: 1-317-582-2684 for medical, legal and travel assistance

Or in U.S. 1-877-852-6767

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**Incident Report:**

To be completed for the following reasons: student is ill and is taken to the doctor/hospital

Please fill out this form as completely as possible. In the event of any legal action this form will serve as the basic official record of what transpired and what actions were taken by college officials at the scene of the incident. **This is also accessible online through Google Forms.**

Date of incident

Location of incident

Time of incident

Were you present?

Name of student involved (submit one report per student):

Names of other students involved:

Brief description of what happened:

If you were not present, when were you informed and who informed you?

What actions did you take?

If the student was transported to a hospital or clinic, please provide the complete name of the facility, phone, address, etc:

Names and numbers of physicians who examined or treated the student:

Exact name of medications prescribed to student:

Was the student conscious and capable of making informed judgments about his or her medical treatment?

If the students was not capable of making medical decisions, who made decisions?

What follow up care was recommended?

Were the police or legal authorities notified of the incident or present at the scene?

Names and phone numbers of legal authorities:

Was the U.S. embassy notified? Name and number of contact(s)?

Dates/times of contact with Study Abroad Office:

Dates/times of contact with parent/guardians:

Signed

Date and Time

# **Crisis Management Plan**

Conditions requiring crisis mgmt. plan:

Serious injury, illness or death

Emotional or psychological stress that appears to require removal from the situation or needs professional attention

Victim of a violent crime

In-country concern (uprising, terror or natural disaster)

# **EMERGENCY PROTOCOLS**

## **Absence of a Student**

**In the case of an absence due to illness:**

If a student or others report student is ill and cannot attend class or activities a faculty member must **go to the student’s room** (with another professor or student) to check on the student and determine if student requires medical attention. A phone check up is not sufficient.

**In the case of an unexplained absence, ask students**:

When was the person last seen?

Was she/he seen with someone else?

Who was the last contact?

Did the person inform anyone of plans?

How was the person traveling?

Ask every student for information.

If student cannot be located, contact local police, contact UCA Study Abroad Office, US Embassy, consider contacting parents/guardians.

## **Death of a Student or Faculty Member**

University Response

Faculty Abroad will:

1. Notify Study Abroad Office. IE will contact appropriate administration.

2. Seek assistance from U.S. Embassy/Consulate.

3. Refer media inquiries to University Communications: Please do not issue statements to media or post on social media.

International Engagement will:

1. Notify Dean of Students, the Provost and the President. Dean of Students notifies student’s family. The department chair and dean will notify the faculty member’s family.

2. Contact U.S. Embassy/Consulate.

3. Coordinate repatriation of remains with help from iNext Insurance.

4. Service as centralized contact.

5. Offer assistance to family members who may travel abroad to handle arrangements.

6. Notify students and other participants of counseling services.

## **Injured Student or Faculty Member**

1. Get student or faculty member proper emergency treatment.

2. Seek assistance from Embassy/Consulate.

3. Begin an event log.

1. Contact insurance company with help of Office of Study Abroad. IE will contact appropriate administration.

4. Provide student assistance in contact family if needed.

5. Monitor student condition.

6. Continue communication with Office of Study Abroad.

7. Refer media inquiries to UCA’s University Communications.

8. Circumstances in which family will be contacted: inability of student to make a decision, student’s life in jeopardy.

9. Complete and submit incident report.

## **Student or Faculty Member with Emotional or Psychological Problem**

1. Office of Study Abroad will contact University Counseling Center to call student and/or

a Faculty member for assessment.

2. Counselor will make recommendation. Student may be discharged to care of on-site

mental health facility or a professional.

3. OSA will inform university administration if necessary. Together with faculty, determine if emergency contact should be notified.

4. Assist with any follow-up needed (U.S. Embassy and insurance can assist with referral to

medical facilities).

Stress can exacerbate a pre-existing mental illness.

Familiarize yourself with the warning signs of mental stress, to seek help for the student as early as possible. Behavioral warning signs include, but are not limited to:

* an inability to communicate clearly,
* an unusual or markedly changed pattern of interaction, such as totally avoiding participation, becoming excessively anxious when called upon, or dominating discussions when this was previously not the case,
* extreme behavior fluctuation within a relatively short time span,
* a depressed or lethargic mood,
* being excessively active and talkative (very rapid speech),
* swollen or red eyes,
* a marked change in personal dress and hygiene,
* being sweaty (when the room is not hot),
* or falling asleep inappropriately.

Source: University of Nebraska (Lincoln)

## **Student or Faculty Member Victim of Crime**

1. Get victim medical treatment if necessary.

2. Report attack to local police.

3. Seek assistance from the relevant Embassy or Consulate.

4. Begin documenting events.

5. Inform Office of Study Abroad. IE will contact appropriate administration.

6. Assist contacting student’s or faculty member’s family if necessary.

7. Determine if victim wants to leave the program early.

8. Refer media to UCA’s University Communications.

9. Complete and submit incident report.

## **Natural Disaster, Civil Unrest or Terrorism**

1. Contact all students to determine needs.

2. Contact Office of Study Abroad. IE will contact appropriate administration.

3. Monitor U.S. Embassy and State Department webpage for current information.

4. Seek guidance from Embassy or insurance carriers on evacuation decisions (with assistance from Office of Study Abroad).

5. Communicate specific instructions to students.

6. Begin an event log.

7. Coordinate travel arrangements in safe haven countries/regions with U.S. Embassy.

8. Encourage students to contact family.

9. Maintain log of actions taken.

10. Refer media inquiries to UCA’s University Communications.

11. Complete and submit incident report when secure.

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## **Arrest of Student**

1. Obtain information from local authorities. Begin event log.

2. Contact the U.S. Embassy/Consulate to obtain legal representation for students and to guarantee student’s rights and humane treatment according to internationally accepted standards (If student if a non-U.S. citizen, contact student’s home country Consulate).

3. Contact Office of Study Abroad. IE will contact appropriate administration.

4. Assist the student in contacting family.

5. Refer media inquiries to UCA University Communications.

6. Complete and submit incident report.

**Physical or Sexual Assault**

1. Get victim immediate medical treatment at local hospital.

2. Report attack to local police.

3. Begin an event log.

4. Seek assistance from Embassy/Consulate. Inform Office of Study Abroad.

5. Address safety concerns of victim and provide assistance.

6. Continue communication with Office of Study Abroad. IE will contact appropriate administration.

7. Determine if participant wants to leave the program early.

8. Refer media inquiries to UCA’s University Communications.

## **Pandemic or Regional Health Threat**

1. Begin an event log, gather information.

2. Contact Office of Study Abroad. IE will contact appropriate administration.

3. Notify the Embassy/Consulate.

4. Refer media inquiries to UCA’s University Communications.

## **Terrorist Attack in Close Regional Area**

1. Immediately gather the group to ensure physical safety.

2. Encourage students to call home and inform family that they are safe.

3. Faculty leaders contact OSA to report all participants are safe.

4. Check State Department’s announcements.

5. Determine with Office of Study Abroad and IE if participants want or need to leave the program early.