

Health and Safety Overview: UA Travel with Students

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Participation in the Office of Global Initiative Health and Safety Workshops 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 expected 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 communication between everyone.

This handbook is combines best practices shared by UA faculty and staff, Study Abroad and Student Exchange, and academic international security professionals. It is intended as a support document to supplement the workshops and is not a comprehensive reference or expectations and requirements for traveling with UA undergraduate and/or graduate students. It is highly recommended, and in some cases may be mandatory that you attend these workshops in addition to reviewing and completing or using these materials. Well-informed travelers make safer travelers.

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PROGRAM OR TRAVEL PLANNING

Situational Awareness: Be Prepared

Study Abroad Program or Field Trip planning 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 program or trip, and pay extra attention to the news in your destination(s).

Recommended sources:

- In-country news
- Google Alerts
- Social media
- Internet/Travel Guides
- U.S. Department of State <https://travel.state.gov>
- British Foreign Office 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/>
- Chubb Travel APP <https://www.Chubbtravelapp.com>

Travel Risk Assessment

Threat: anything that could cause the following: injury or illness to participants; loss or damage to or of property; delays, suspension, or cancelation of the program/trip; and/or harm to the department or institutional reputation. Examples include:

- Loss of Property
- Illness/Injury
- Natural Disaster
- Civil/Political Unrest
- Extortion
- Kidnapping
- Traffic accident
- Crime
- Terrorist Attack
- Detention/Arrest
- Death

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 increases risk exposure

- Perceived or actual identify or affiliations including (and not limited to):
 - Gender
 - Citizenship
 - Sexual orientation
 - Religion
 - Government organizations

Potential in-country vulnerabilities may include:

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

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

The Risk Assessment Worksheet is provided to assist your assessment process.

Risk: Travelers and Student Population

The risks of traveling with a group of undergraduate students differ from traveling with a group of graduate students. The liability of traveling with each of these groups also differs.

Traditional undergraduate students are higher risk travelers as they are generally younger and have less life experience from which to draw upon and often have less international experience. Expect to provide extensive consideration to support this group of students.

Graduate and non-traditional undergraduate students are expected to have more life experience than traditional undergraduate students and often have varying degrees of international experience. 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.

Including companions in official UA programming and field trips is complicated and there are multiple considerations that should be included in the planning stages. Be sure to notify Study Abroad and Student Exchange (SASE) or the International Travel Team early in the planning stages of this possibility

and understand that there may be restrictions. If included, all guests must complete the Guest Form and assumption of risk and release.

It is also important that you recognize and share any potential limitations of yourself and other employee travelers and plan accordingly.

Identity & Affiliations

Gender identity and sexual orientation have significant impacts to traveler safety in many countries. It is important to know if students' sexual orientation may be considered socially unacceptable and even illegal. Some resources to consult:

[Diversityabroad.com](https://www.diversityabroad.com)

[U.S. Department of State, LGBTI Travel Information](https://travel.state.gov/lgbti)

In some countries women face many obstacles concerning safety. The U.S. Department of State offers information for [women to consider](#).

Veterans may have more experience with international travel, but certain destinations, situations, or activities could trigger PTSD symptoms. Previous or anticipated future military connections could also pose some added risks for consideration.

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 considered a threat or encounter complications with security due to perceptions. Consult with Study Abroad and Student Exchange or the International Travel Team if you have any questions or concerns about this.

Medical and Mental Health & Disability Considerations

Students and employees may have concerns about discrimination and stigmas associated with mental or medical illness. Always encourage open disclosure so that you may provide adequate support and preparation for the program/field trip and take steps to maintain students' confidentiality with this information

Prior to departure, check that students have completed medical forms and recommended travel immunizations and that they have necessary medications. Study Abroad students are expected to complete the form and visit UA Campus Health to obtain information regarding best health practices for traveling. Remind students to share health histories, not only current diagnoses or conditions.

Failure to disclose mental or medical health conditions, diagnoses, and/or concerns may be grounds for expulsion. We recommend that students participating in overnight and multiple day field trips complete this form or provide this information to the field trip lead. (See Independent Travel Form)

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
- Have medications translated into the appropriate language(s)
- Travel with medications in original prescription bottles, with labels
- Bring extra medication to allow for delays of up to a week

Any disclosed medical/mental health conditions, diagnoses, and/or concerns must be addressed in pre-departure planning. We recommend that you discuss and review any medical and mental health considerations and planning with Study Abroad or the International Travel Team and possibly a health care professional in order to ensure reasonable steps have been taken to address participant needs.

While planning, consider and plan for any complications that could arise during travel. It is important to be prepared for the least expected event, this includes complications for yourself or other employees. Difficulties and complications associated with mental health 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 the International Travel Team.

Students cannot be prevented from participating in a Study Abroad program or Field Trip on the basis of a disability or medical conditions. 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 needed accommodations due to limitations abroad.

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. It is recommended that everyone review the manual, found 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 expectations in a behavioral contract. A template (Behavioral Contract Template) with suggested items of consideration is available.

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 country specific 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 International Travel Safety Oversight Committee (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 increases the levels of risk due to the limited available support, including availability of medical facilities. Consider existing potential allergies and other medical conditions (including mental health) as well as unknown medical conditions that could emerge.

Determine if the timing of your travel plans coincides with dates of significant events 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 the greatest and most likely threat to travelers, so 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 the International Travel Team.

Travel during the day is generally safer than at night. Due to road conditions and safety precautions travel may need to be confined to daylight hours in some locations. Review routes of travel to identify any roads that may have frequent accidents and hazards. There are 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 be advised to travel in groups, particularly at night. If you need help determining safe options for transportations, contact SASE or the International Travel Team.

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 the International Travel Team 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 arranging for ground floor lodging with several exits is a good safety precaution, however this may need to be reconsidered in areas with high crime rates. 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 these 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 may be useful to role-play scenarios.

UA employees should share with students and Study Abroad or the International Travel Team 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. It is recommended that you are clear in your expectations of students while abroad and respond accordingly.

Emergency Planning

With an understanding of risk factors, consider the “what ifs.” The Office of Global Initiatives offers an Emergency Planning workshop to assist you in the development of your plans. Please see the SASE website or consult with the International Travel Team for dates and times.

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. If there are TA’s 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 Student Exchange and/or your department and International Travel Team.

Communication & Procedures

Determine how you would communicate with the group and UA during an emergency and/or in your absence. It is recommended that you are 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 it is recommended to add additional opportunities to review emergency preparedness information. Repetition and REHEARSING of this information is critical to information retention.

Specific expectations and policies should be presented both prior to departure and upon arrival. It is recommended that you include 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 concerns
- Avoiding and handling sexual harassment (noting clothing, locations, or times of day)
- Mandated response to sexual harassment or assault reporting
- STEP registration

- Contact information (enter information into phones and have information available 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 the International Travel Team or Study Abroad.

Liability

UA Employees acting 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 includes provision of legal counsel if needed, and payment of damages.

This 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 & Student Exchange or the International Risk Analyst for current information and advice to help you plan a safe international activity. Notify Study Abroad or the International Travel Team of any close relationships or personal benefit that could be perceived as a potential conflict of interest.

TRAVEL Best Practices

MONEY

- Travel with extra cash, no less than \$100
- Always notify banks and credit cards of travel to prevent blocks on accounts
- Travel with at least one extra credit card, in case an account becomes blocked
- Keep \$100 in fresh bills, in a variety of denominations
- Review travel advice on safety measures when withdraw 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 an old credit card to give to or throw at potential attackers
- 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 the Emergency Contact

TECHNOLOGY

- Sanitize laptops, cell phones, and portable devices, ensuring passwords are not saved.
- Take steps to protect data.
- Remind students to be careful with social media. DO NOT POST THAT 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 use 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
 - Modes of transportation
 - Food changes/reactions
- Be aware of things that can impact coping:
 - Change
 - Balance, resilience
 - Culture shock
 - Role of the unexpected
 - Inability to prepare
 - Beliefs/attitudes about Americans
 - Expectations of others
 - Living/working environment
 - Dangerous or traumatic experiences

OTHER SAFETY

- 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 Study Abroad and Student Exchange or the International Risk Analyst 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.

Study Abroad programs are required to report all incidents online at <http://global.arizona.edu/study-abroad/incident-response-form> and to follow up with an email involving Study Abroad to intl-SASE@email.arizona.edu and the Study Abroad coordinator. 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 as soon as possible.

Field Trip leads are also required to report all incidents online at <http://global.arizona.edu/study-abroad/incident-response-form>. This facilitates communication with the International Risk Analyst and Dean of Students, if necessary.

Reporting Emergencies

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

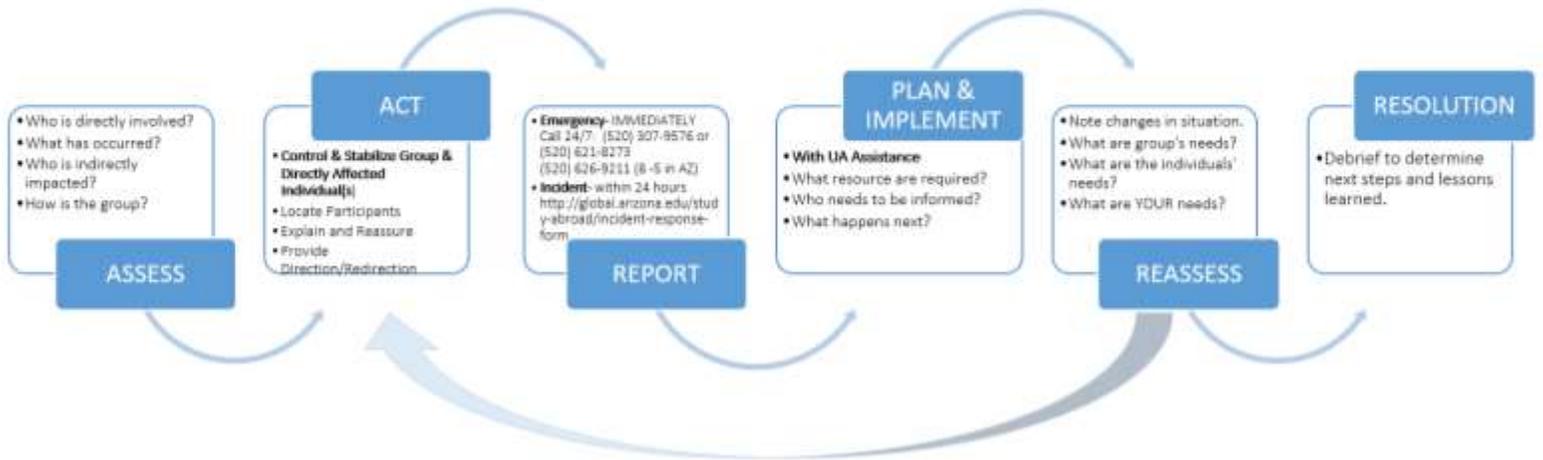
Death	Missing Student(s)
Kidnapping	Extortion
Civil Unrest	Natural Disaster
Disease Outbreak	Sexual Assault
Involvement in a violent crime, arrest, or detainment	
Life-threatening injury or illness (generally requiring hospitalization)	

Responses to an emergency must occur swiftly. Your first priority is to quickly assess the situation, gathering as much information as possible and 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.

As soon as possible contact UA International Emergency Support (IES) – (520) 307-9576 or UA Police at (520) 621-8273. First, provide at least two ways to reach you, in case the call is dropped. You may also text IES, but never assume a message is received without a response.

Emergency Response

Each situation will differ and affect the specific steps to an emergency response. The following steps are generally recommended to follow:



Communication

UA International Emergency Support (IES)

This phone (520-307-9576) is a 24/7 resource to support all UA Travelers with emergencies while abroad.

The Office of Global Initiatives

Study Abroad and Student Exchange (SASE) and the International Risk Analyst are housed in the Office of Global Initiatives and will assist with safety planning, reviews, and incident and emergency response. SASE and/or the International Risk Analyst will facilitate communication for the travelers and any potentially involved departments, including the Dean of Students, Office of Equity, Office of General Counsel, and Risk Management.

Parents/Emergency Contact

Whenever possible, it is recommended that you defer communication with parents directly to the student, Study Abroad, or IES. 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 IES.

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.

Drug-Related Incidents

“Illegal drug” means any drug whose manufacturing, use, possession, or distribution is prohibited or restricted by US 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 potentially resulting from the use of illegal or prescription drugs during the trip.

Missing Student

If there are any concerns that a student may be missing, follow Emergency Response Steps and as soon as possible call UA IES: (520) 307-9576 or UA Police at (520) 621-8273. Work with the third party partner 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 and Student Exchange or the International Travel team if there are any concerns.

Hospitalization of an Employee

Students should also travel with the number for UA IES. 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 Trip

Expulsion from the trip is always a last-resort option. The lead traveler for a Study Abroad program is expected to always contact Study Abroad for guidance and support prior to dismissal. The International Risk Analyst is a resource for potential Field Trip expulsion.

Whenever possible, provide a verbal and written warning to student prior to dismissal.

Leads are able to immediately send a student home (without prior warning at their own expense) if he/she poses an immediate danger to him/herself or others and refuses help. If a student with mental illness refuses treatment and (s)he 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 request the student leave the program or Field Trip. If a student refuses to voluntarily leave, the Lead may determine to terminate the student's participation in the program or field trip. Please coordinate with Study Abroad Student Exchange and/or the International Travel Team prior to expelling a student from a program/trip.

It is preferable to have students directly contact a family member or friend to notify them of termination from a program or Field Trip. If this is not possible, coordinate with Study Abroad and Student Exchange or the International Travel Team to determine who should contact family member or Emergency Contact.

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 attend any activities or associate with other students remaining on the trip. Consult with Study Abroad and Student Exchange or the International Risk Analyst and consider involving local law enforcement if a student refuses to disengage from travel activities.

Stress & Trauma

During 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 as students to remember what worked in stressful situations at other points of their life. Consider recommending:

- Getting enough sleep if at all possible, while avoiding “oversleeping” as a stress reliever.
- Watching use of alcohol
- Talking to someone SOONER, rather than later.

Emergencies are stressful and everyone involved in an emergency is likely to experience 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.

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 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>. It is important that you have informed students of your requirement to promptly report any concern of discrimination, including sexual assault, relationship violence, discriminatory harassment, or retaliation to the Senior Program Director in Study Abroad or International Risk Analyst who will report the incident to the Office of Institutional Equity. All UA employees traveling with students are expected to provide support for any UA student victims and participate in any subsequent investigations per [Title IX](#).

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

It is recommended that you 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 three days or longer. For this purpose, an email confirming

reservations constitutes a “contract”. In order to comply with this federal regulation, you must provide to either Study Abroad or the International Risk Analyst prior to departure the addresses as well as dates and times of use for all of these properties. When making your arrangements, as possible, specify in your reservations the dates and times of UA control.

The properties described above include, but are not limited to: hotels, apartments, classrooms, or any other rented public or private spaces.

RETURN

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 emergency incidents on programs.