Safety Measures for Faculty Trip Leaders

Before Departure

______ Ensure copies of faculty/student passports are provided to the Global Programs Office

______ Ensure copies of flight itineraries are provided to the Global Programs Office

______ Enroll students and faculty leaders in the US State Department Smart Traveler Enrollment Program (STEP)

______ Ensure students are enrolled in CISI insurance program

______ Remain abreast of US State Department travel advisories and warnings

______ Familiarize yourself with the "Emergency Procedures" handbook; keep important contact telephone numbers in a handy place

______ Review cell phone usage capabilities with your service provider for the country to be visited

______ View security awareness film

______ Satisfy Cleary Act requirements; provide hotel contact info to Global Programs Office

______ Review any special health warnings for country to be visited

Departure

______ Suggest students and faculty purchase inexpensive passport covers

______ Never leave baggage unattended

______ Don't wear clothing that draws attention to yourself or readily identifies you as an American

______ Don't speak loudly or and obtrusively--again, don't draw attention to yourself or readily identify yourself as an American

In-Country

______ Students should have hotel address and phone number with them at all times

______ Keep their passports with them at all times

______ If possible have students travel with at least one partner

______ Instruct students to remain aware of their surroundings at all times
______ Establish a "meeting point" in case of emergency (away from hotel or major attractions)

______ Establish a code word for the class to signal to others if they are in a situation where they feel uncomfortable or require assistance. (Hint: Word should be easy to remember and pronounce.)

______ Share cell phone numbers or Facebook Messenger abilities with students—texting is the primary means of communicating.