

Hofstra University

Emergency Procedures, Safety Guidelines and Reporting Requirements for Study Abroad Programs

The University has adopted the following procedures for evaluating and responding to an emergency or crisis that occurs during a University-sponsored study abroad program. An early and appropriate response is often critical in preventing an emergency situation from deteriorating further. Thus, these procedures should be followed carefully in all situations where they are applicable, taking into account the specific factual circumstances involved as well as the cultural context in which the emergency arises.

Definitions:

1. **Emergency:** An emergency is an event that poses a significant threat to the health or safety of a program participant or faculty member. It may include a serious illness or injury requiring hospitalization, a criminal act directed at or committed by a program participant, emotional or psychological stress that requires intervention, an act or threat of terrorism that poses a threat to the security of program participants, an in-country situation that causes concern (e.g. safety of the student in question or others in the Program).
2. **Campus Security Authority (CSA):** Hofstra University, in accordance with the Clery Act, recognizes Program Directors of study abroad programs as campus security authorities. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
3. **Study Abroad Emergency Response Team (SAERT):**
 1. Director of Public Safety or designee – providing guidance to the personnel handling the emergency.
 2. Provost or Dean as appropriate.
 3. Vice President for Student Affairs - notification to administrators.
 4. Assistant Vice President for University Relations - responds to media inquiries.
 5. Additional Administrators as appropriate for the situation.

A. Pre-departure Requirements:

1. The following documentation will be provided to the Department of Public Safety before departing:
 - Program Director contact information
 - Program calendar and travel itinerary
 - List of participants
 - Emergency Contact Forms
2. Program Directors and students will attend a pre-departure orientation offered by the Office of Student Affairs:
 - i. Program Orientation Requirements:
 - a. A pre-departure orientation will be conducted at Hofstra prior to Program commencement. The pre-departure orientation will provide information about safety, health, legal, environmental, political, religious and cultural conditions in the host country. It should address health and safety issues and risks, and appropriate emergency response measures. Students should be informed if housing standards in the host country are to be less than those to which U.S. students are accustomed.
 - b. Students and Program Directors must be reminded of their obligations to report any crimes that occur while participating during a study abroad program. Students should report any incidents or alleged crimes to the Program Director. The Program Director should report any alleged crimes to the Department of Public Safety, who will determine what actions need to be taken. For a complete listing of crimes that must be reported to the Department of Public Safety, please refer to the [Annual Security and Fire Safety Report](#)'s Definitions of Reportable Crimes. In any instance where a sexual assault has been reported, the Program Director must refer and act in accordance with the University [Student Policy Prohibiting Discriminatory Harassment, Relationship Violence and Sexual Misconduct](#).
 - c. An on-site orientation should be conducted at the start of the program to provide additional program-specific information as needed.

B. Responding to an Emergency:

1. Program Director and other on-site program staff should:
 - a. Ensure the safety of program participants. If a student is injured, the Program Director should ensure that the student obtains appropriate medical care. In all cases, the director should first attend to the immediate needs of the students involved, and remove other participants from danger.
 - b. Contact (as appropriate) local medical emergency officials, local law enforcement officials, the U.S. Embassy or consulate.
 - c. Notify appropriate officials of Hofstra University.
Depending on the nature and timing of the emergency, the Program Director may contact either Public Safety at (516) 463-6606, or the Dean of his or her school . Submit preliminary incident report within 24 hours. Keep the University informed via e-mail, telephone and fax, as appropriate, about the evolution of the crisis.

2. Activation of the SAERT:
 - a. Public Safety will obtain detailed information about the incident from the Program Director or other on-site personnel.
 - b. Public Safety will inform appropriate University officials and refer press calls to University Relations.
 - c. The Vice President of Student Affairs will notify students' emergency contacts of the situation and what is being done in response to the emergency, if appropriate.
 - d. Public Safety's follow up responsibilities will include ensuring all factual information has been collected, notifying the Director of Public Safety or designee, and preparing a preliminary report.
 - e. If appropriate, the Universities Emergency/Crisis

Management Team will be notified of the emergency situation and will respond as appropriate.

C. Recovery:

1. Once immediate danger or emergency has passed, the program director or other responsible program staff should reassess planned activities for the program, and consult with SAERT on how to proceed. Director should maintain close communications with students to assess physical and emotional needs. The Director will inform home campus officials if additional support is needed (counseling services, etc.), and inform students of any change in plans. The Director must document the incident in writing, being careful to address all steps that were taken during this emergency situation.

D. Mitigation:

1. After the program is completed and all participants have returned, the SAERT and other identified individuals will meet to discuss and evaluate the response to the emergency situation.

Appendix A

Program Planning Responsibilities

- A. The Director of each program is required to:
1. Be familiar with the program, the service providers and the program location (language, culture, and political conditions). Prior to the start of the program, the director should monitor state department advisories and consular information sheets.
 2. Complete a pre-departure memorandum and submit it to the Department of Public Safety. Memorandum should include, at a minimum, the following information for Program Director, all other on-site staff and responsible on-campus officials; names of students attending the program, their contact information abroad, and authorized emergency contacts.
 3. Appoint and identify a program officer who is to be available at all times to respond to an emergency, and to ensure that the students know how to reach that person at all times. If only one Hofstra faculty member is participating, another person (e.g. faculty or staff member at host institution) should be identified in the pre-departure checklist.
 - a. The Program Director should have a cell phone that is operable in all areas in which the program will be traveling, and must be accessible via e-mail.
 - b. The Program Director must establish a communications system for students in the program (phone trees, etc.) so that information regarding emergencies or changes in the itinerary can be communicated quickly to all students. All students must be informed of this system in writing in the Emergency Action Plan.
 - c. The Program Director will supply copies of the program itinerary to the AVPs of Student Affairs and University Relations and to the Provost Office before the program commences.
 4. Forms and documentation to be submitted by all students. Copies should be retained by the Program Director (on-site) and Program Office:

- a. **Application form.**
 - b. **Proof of Insurance.** Students must provide verification that they have effective medical coverage for the duration of their stay abroad. The coverage must include repatriation of remains, and must not include a terrorism waiver. Students should be encouraged to purchase study abroad insurance through the University. (University study abroad insurance will be mandatory beginning in 2005-2006 academic year.)
 - c. **Release forms.**
 - i. Acknowledgment of Risks and Release (mandatory)
 - ii. Publicity release (recommended)
 - d. **Emergency Medical Care Authorization form.**
 - e. **Medical Information form.** Students must complete a full medical questionnaire and disclose relevant medical conditions, including disabilities that require accommodations, as well as medications (prescription and non-prescription) that they are taking. Note that the questionnaire should not be part of the Program's application materials, to avoid any suggestion that admissions decisions were predicated on a student's medical condition. Forms must be kept confidential. Students who take medication should be advised that equivalent medications generally are not available abroad, and that they should bring an adequate supply.
 - f. **Photocopy of passport.**
 - g. **Recent photo.**
 - h. **Flight itinerary** (arrival, departure information)
 - i. **Emergency contact information.**
5. The following documents and materials are to be distributed to each student attending a Hofstra study abroad program:
- a. Full description of academic content of program, including credits, grading system, and other pertinent information.
 - b. Disclosure of known risks in writing. (Include U.S. State

Department Consular Information Sheet for each country.)

- c. Program calendar and itinerary. (Must provide updates if there are changes.)
- d. Emergency action plan. Should include, at a minimum, contact information for all relevant officials - Program Director (24-hour contact number), other on-site officials, emergency numbers at Hofstra, on-site emergency numbers, and phone-tree or other communications system for students in the program in case of emergency.
- e. Program-specific codes of conduct.