TROY UNIVERSITY, CENTER FOR INTERNATIONAL PROGRAMS, TROY ABROAD

Program Leader Responsibilities & Emergency Abroad Protocol

(To be Signed by Study Abroad Group Leaders)

The two documents below provide faculty/staff leading study abroad programs with information about their responsibilities as group leaders of a study abroad program under the auspices of Troy University. Program leaders are also asked to sign off the documents and return the forms to the Troy Abroad Office.

1) a) Faculty/staff planning to implement a study abroad program shall obtain from the Department Chair a preliminary approval by using the "Chancellor Initiative Fund Request/Study Abroad Program Planning Approval-Referral" form. A Study Abroad Program should further the vision and mission of the University; and advance academic quality, foster students' international competitiveness, cultural awareness, and critical thinking.

b) Procure the support from Troy Abroad Office to plan and implement the overseas learning experience and have the program approved through the University's chain of command.

c) After the official approval of the Program and prior to the departure of the group, every Program Leader shall provide students with clear information about the academic topics the program addresses (syllabus), itineraries, and the costs. Additionally, Group Leaders are required to plan and implement at least an orientation session with the group and the Director of Troy Abroad, and provide the Director of Troy Abroad with the following documents when applicable:

i) A "Student Application Form" which includes the following parts:

- Leading faculty name and destination
- Disclosure Form (course description/syllabus, program/application cost, installments –if any-, withdrawal dates and refunds, schedule overseas, etc.). This information has to be adapted according to need and interests of each program.
- Student personal information
- Emergency contacts
- Medical information & medical condition
- Special service/accommodation requested due to special conditions –if any-
- "Appropriate Conduct and Early Dismissal from the Program" form signed off and dated by the Participant
- "Special Durable Power of Attorney" form
- Address and telephone number of the Office of Financial Aid Transfer of Credit and Transcripts Agreement (when needed)

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ii) "Troy Abroad Agreement & Release" form (signed off and dated by each Participant).

It is, however, the responsibility of the Director of Troy Abroad to finally define the required documentation according to the nature and destination of the program.

Faculty, students, and administrators, may obtain all required forms and information from the Director of Troy Abroad. At the request of a participant, the Program Leader may also obtain a medical power of attorney from Troy Abroad Office.

2) Program leaders shall conduct a safety briefing at the start of the program in the host country and no later than two days after the first day of classes or first scheduled activity, shall reiterated to participants safety directions and the location of a general rendezvous point in case of emergency or natural disaster in the host country. Program leaders shall also discuss the proper use of telecommunications means and safety concerns particular to the host country.

3) Immediately upon the start of the program and no later than two days after the first day of classes or first scheduled activity the group leaders must provide the Troy Abroad Office with a written status report including but not limited to: roster of arrival participants and their conditions, updated contact information, course information, and other relevant details to the safety and good implementation of the program.

4) Group leaders must put into practice, throughout the implementation of the program, the following activities:

   a) Hold regular meetings with all participants concerning program activities, and security and safety issues. Participants should be informed of warnings or significant advisories issued by the US Department of State and or the US Embassy/Consulate in the host country. Additionally, group leaders may want to discuss with participants safety advisories communicated by organizations such as but not limited to Red Cross, Red Crescent Societies, United Nations and its different bodies, and local emergency and public safety agencies.

   b) Program leaders shall designate a rendezvous and an alternative rendezvous point to gather in case of separation or emergency. Under certain circumstances, the use of US embassies or consulates MAY NOT BE appropriate. Please, consult with the US Embassy/Consulate nearest to the site where the program takes place to ensure the selection of appropriate rendezvous locations.

   c) Remain with the group throughout the duration of the study tour.

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5) Program leaders also have the following responsibilities:

a) Implement an active recruitment of students to the program.

b) Provide academic advisement when required by prospective participants; comply with the academic objectives of the syllabus approved for the study abroad program; and evaluate and grade students timely and accordingly.

c) Implement pre-departure orientations with the participation of the Director of Troy Abroad. Pre-departure orientations shall include at least: relevant customs of the host country; health and safety/risks issues that individuals residing or traveling to such a country may face; warnings or significant advisories issued by the US Department of State and or the US Embassy/Consulate in the host country; etc.

"Country Information Sheets" issued by the US Department of State and information provided by Federal Agencies are reliable data that group leaders may use.

d) Serve as a guide and responsible counselor on academic and student life matters while abroad for students enrolled in the program.

e) Provide Troy University through the Director of Troy Abroad, with an arrival report within the first five days after arriving to the host country; and a program completion report within 30 days after returning to the US.

f) Make sure that all participants are registered with the nearest US Embassy/ Consulate while abroad.

g) Serve as a liaison officer for Troy University in any emergency that might arise while overseas, and immediately notify to the Director of Troy Abroad in the event of any such emergency and fully advise of all details.

h) Perform other responsibilities deemed reasonable, necessary, and proper by the Troy Abroad Office for the advancement of the purposes of the program.

i) In the event that services are not completely performed, group leaders/faculty will return all, or a prorated portion of the compensation received.

j) All programs expenditures must be budgeted and approved by Troy University's chain of command using the "Study Abroad Program Planning Approval-Referral" form.

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k) Complete an "Emergency Communication Worksheet" with the names and telephone numbers of all participants and those of key offices and individuals at Troy University, prior to departure; and deliver a copy to Troy Abroad Office and/or appropriate designee. Group leaders should maintain copy of such information throughout the duration of the program.

l) Make sure that students have the opportunity to fill out his/her study abroad according to the "Troy Abroad Evaluation" form; which group leaders shall return to the Troy Abroad Office by the time they submit their reimbursement or reports to their department head or academic dean.

6) Program Leaders are obligated to remain with the group throughout the duration of the study tour; and provide continued contact and means of contact to each one of the participants, Troy University, and the Director of Troy Abroad.

7) Comply with Troy University procedures, regulations, and code of conduct.

8) Program Leaders are required to know and understand the Troy Abroad Emergency Protocol presented below.

EMERGENCY ABROAD PROTOCOL

Group Leaders shall comply with the following procedures in case of emergency. Emergencies may range from personal to medical problems; as well as accidents and crime involving participant individuals, a national/regional event or disaster placing all participants at risk that may require the evacuation from the country, etc. Since not all emergencies can be anticipated, the Troy Abroad Office, the center for International Affairs, faculty or staff should use their own judgment as to the proper course and order of action.

1) Group leaders shall pursue and achieve accountability of all participants. Provide participants with brief explanation of the emergency; and request that all participants remain in a single, secure location until the emergency or situation is resolved.

   Always stabilize the situation first to ensure the well-being of the participants. Notify the appropriate law enforcement or hospital agency. If the emergency involves a national or regional crisis, notify the nearest U.S. government agency or installation (embassy, consulate, military installation). Please, notice that US Embassies keep a list of local English-speaking physicians and emergency hospitals throughout a given host country. In

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case of national/regional emergency or disaster in the host country that may affect the group, Program Leaders shall learn the directions provided by the US Embassy/Consulate existing in the country and the instructions provided by local relief authorities and emergency crew.

2) Inquire/notify the appropriate international agency (Red Cross, Red Crescent, and United Nations Agencies) for whatever assistance is available (provide notification of Troy University emergency address, travel arrangements, etc.).

3) US Military installations overseas would often have physicians on site that might be only available for immediate consultation in an emergency; generally, this should be the first step taken. Remember always to stabilize the situation first to ensure the well-being of the participants.

4) Generally, the immediate situation should be controlled before expending energy attempting to contact the university. Once the immediate situation is under control, group leaders should immediately notify the Center for International Affairs and Troy Campus Police at (334) 670-3215 during business hours.

   If the notification of the emergency takes place during non-business hours, the phone call shall be placed through the City of Troy Police Department 24-hour phone number at 334-670-1999.

   The caller shall provide the dispatcher with the following information:
   a) His/her name, affiliation to Troy University, and location where the emergency is taking place.
   b) Concise explanation of the emergency and the need to radio such data to Troy University Police.
   c) A phone number overseas where the group leader can be reached.

5) Group leaders shall leave immediate contact information such as telephone number, location, name(s) of party(ies) involved, etc. Be prepared to provide as much detailed information as possible. Maintain as frequent contact with the university as possible until the emergency is resolved.

6) If necessary, begin preparation for early departure.

7) Keep records of all pertinent information including names of individuals involved witnesses, agency names, telephone/address information, and any associated detailed information.

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8) Take whatever other precautions warranted by the situation.

The following procedures should be followed **at Troy University Campuses** in the event of an emergency or situation abroad. Emergencies may range from personal problems (including but not limited to missing, kidnapped, incarcerated or deceased) to medical problems due to an accident or crime involving an individual program participant, as well as a national event placing all participants at risk. Since not all emergencies can be anticipated, the Center for International Affairs should use their own judgment as to the proper course and order of action.

1) Upon receiving notification:
   a) The Center for International Affairs staff will notify the Senior Vice-Chancellor for Academic Affairs.

   b) Center for International Affairs staff will pull and review the participant file (including any departmental files) for medical, emergency, and other relevant information which shall be passed on to the emergency assistance hotline in use and Troy University Police Department as well as to resident contacts at the program site.

2) Notify other appropriate Troy University staff and divisions including the Chancellor, Campus Police Department, and Vice-Chancellor for Student Life. Group leaders shall maintain as frequent contact with the university as possible until the emergency is resolved.

3) Contact appropriate international agencies (Red Cross, Red Crescent, embassy, consulate, or US military installation, etc.) for whatever assistance that may be available (notification of Troy University or emergency addresses, travel arrangements, loans, etc.).

4) Base upon the "Emergency Contact Information" provided by participants in the SA Application, talk with such emergency contacts to explain further details about the emergency the actions Troy University plans to implement or is already implementing

5) In case of medical care or emergency, the Center for International Affairs will notify the international emergency assistance carrier as indicated on the carrier's emergency contact card, and ask for immediate assistance and action.

6) Troy University will achieve or pursue accountability (i.e. know where participants are and what their condition is) of all participants. Group leaders, resident coordinators, or overseas study abroad offices will be contacted for updated information as appropriate.

7) If necessary, begin preparation for early departure and take whatever other precaution.

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Program Leader Responsibilities & Emergency Abroad Protocol

(To be Signed by Study Abroad Group Leaders)

The undersigned _____, acknowledge her/his understanding of the ***Program Leader Responsibilities, the Troy Abroad Protocol in Case of Emergency, and the Study Abroad Manual*** existing at Troy University; and agrees to be bound to such regulations and to the policies and procedures existing at Troy University.

Faculty Name_____ **Signature** _____

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Date

Faculty Name _____

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