



THE CATHOLIC UNIVERSITY OF AMERICA

HEALTH, SAFETY & LIABILITY

Checklist for CUA Faculty & Staff Taking CUA Groups Overseas As of March 19, 2009

PROGRAM DIRECTORS SHOULD:

Prior to Departure

- Provide clear outline of responsibilities of participants and program directors and clearly state where the responsibilities of the program director and the institution end.
- Provide comprehensive pre-departure orientation covering health, safety, financial responsibilities, etc.
- Collect all CUA release forms completed and signed by all participants (including CUA and non-CUA students and non-student participants, such as spouses or parents) unless the *CUAbroad* online application is required. Required release forms include:
 - o [Form A: Statement of Intent to Participate](#)
 - o [Form B: Acknowledgement and Assumption of Risk](#)
 - o [Form C: Conditions of Participation](#)
 - o [Form G: Emergency Contact Information](#)
 - o [Form K: Operation of Motor Vehicles](#)
 - o [Optional Health Information](#)
- Require program participants to have comprehensive health insurance applicable overseas (First tier protection).
- Require that participants have the International Student Identity Card (ISIC) or the International Teacher Identity Card – (Second tier protection available through *CUAbroad*)
- Enroll all participants in emergency evacuation insurance by On Call International (Third tier protection available through the *CUAbroad*).
- Obtain CPR Certification.
- Collect copies of participants' passports page with photo
- Register the group with the US Embassy or Consulate in the country of destination.
- Monitor the U.S. State Department Travel Advisory notice (no travel if severe warning).
- Provide Emergency contacts and instructions to follow in case of emergency.
- Provide and explain policies leading to dismissal from the program and appeal procedures.
- Provide notification of travel to Risk Management to insure the program is covered under CUA insurance.

On-site/Overseas

- Be responsible for the group during class/activities time
- Conduct all business in a professional manner
- Confirm that all CUA policies – including Code of Student Conduct – continue to apply in addition to on-site regulations
- Require that participants notify program director while away from program site
- Notify CUA/CGE in case of medical emergency requiring activating of emergency evacuation insurance
- In case of an emergency, ensure participants receive care
- Notify CUA Public Safety Office (24 hours) to report incident
- Initiate crisis communication/management procedures
- Mental health or psychiatric crisis: consult *qualified*, licensed mental professional immediately
- Issue written warning and/or dismissal in serious offences including, but not limited to, drugs and alcohol

RESPONSIBILITIES OF PROGRAM DIRECTORS (In cooperation with the Center for Global Education)

- Conduct periodic assessment of health and safety conditions for the program.
- Maintain emergency preparedness processes and a crisis response plan.

CUA guidelines and applicable forms are located at: <http://cge.cua.edu/resources/>

With questions or concerns please contact Tanith Fowler Corsi, Assistant Vice President for Global Education
corsit@cua.edu or (202) 319-5618

- Provide health and safety information for prospective participants and their parents/guardians/families.
- Provide information regarding the aspects of the home campus services and conditions that cannot be duplicated at overseas locations.
- Provide pre-departure orientation to participants in the US and/or on-site.
- Consider health and safety issues when evaluating the appropriateness of an individual to participate in a program.
- Determine criteria for removal from program (behavior, health, safety, etc.).
- Require program participants to be insured.

Program sponsors generally:

- Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the education abroad environment.
- Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- Cannot assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for legal representation for participants.

CGE/CUAbroad endorses NAFSA'S Responsible Study Abroad: Good Practices for Health & Safety" and encourages program directors to refer to it in matters of overseas health & safety.-

see:http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health/#Program%20Sponsors

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