

International Travel Risk Assessment Guidelines

International Programs prioritizes the health, safety and security of its students, faculty and staff abroad through policies, procedures, advising, orientation and training as recommended by the Forum on Education Abroad's Standards of Good Practice and in particular Standard #8. Please see attached. Conducting risk assessment of the countries where International Programs will be conducted as well as countries where study abroad programs facilitated by a Faculty member or Athletic Coach is primarily the responsibility of the Administration. However, the input and assistance of Faculty Leaders leading International Programs and Faculty / Athletic Coaches leading students abroad is imperative in achieving the most informed decision.

The purpose of this memorandum is to alert you to the new U.S. State Department Advisory System and describing your role in assisting the Administration in conducting a risk assessment based upon the new Advisory System. This new Advisory System can be found at:
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/?currencyID=BRL>

Based upon your role in directing an International Program in a Level 2 Country, we are requesting that you perform the tasks outlined below. If you are a Faculty member or Athletic Coach leading students abroad, information will be provided by the Dean of Academic Departments & Programs.

Step 1: Faculty Leaders are to complete the information contained in the attached form including addressing risk areas identified in the U.S. DOS Advisory of the country where you will be conducting the International Program. Lara Atkins, Director of International Program, will share your information, including the approach to address risk on an as-needed basis, with the International Programs Enterprise Risk Management Committee. You are encouraged to consider the following process in addressing risks.

- Review the U.S. State Department Advisory and GeoBlue Country Security Profile for the country where the Program will be conducted. The U.S. State Department Advisory explains the reason for the travel advisory level and describes the safety and security concerns. See document entitled "Evaluating the U.S. Department of State Travel Advisory System."

To illustrate, if you were directing a program to India, there are four risk areas that require review and assessment: (i) crime, (ii) terrorism, (iii) civil unrest, and (iv) "other." Under crime, it would be incumbent upon the Faculty Leader to address crime in general and, in particular, issues relating to sexual assault and outline safety measures to protect Union College female students such as recommending that students travel as a group during their free time. The Faculty Leader should also consider engaging the services of a local guide to provide additional information to students during on-site orientation as well as exercising due diligence in the selection of hotels where students will be residing (i.e., should have secure entrances and/or 24 hour front desk personnel). It is also imperative that the Faculty Leader become aware of the recommendations set forth in the Faculty Leader Handbook for political crisis (page 56) due to the U.S. State Department advisory indicating possible civil unrest. To address the travel advisory of possible terrorism, the Faculty Leader should again refer to the Faculty Leader Handbook that describes the importance of having in place emergency evacuation protocols. To avoid travel to high risk areas identified under this travel advisory, it would be incumbent upon the Faculty Leader to

develop a travel itinerary to avoid traveling to these areas and addressing with student participants during orientation the dangers of traveling to these high risk areas and the consequences in doing so.

- Review Standard #8 and, in particular, the recommendations of conducting appropriate risk assessments for program sites and activities. The information provided may serve as a useful checklist of areas to be included in your risk review.

Step 2: The Director of International Programs will review the Faculty Leader’s risk review and, if needed, request the Faculty Leader to supplement or address additional risk areas and/or supplement mitigating measures.

Step 3: Upon review of the final risk assessment memorandum, the Director of International Programs may approve the travel plans or, due to the risks identified, seek the input of the International Programs Risk Management Committee. The International Programs Risk Management Committee will make a recommendation to the Director of International Programs to approve / disapprove / make changes to the itinerary or travel plans. The Director of International Programs may conduct additional analysis prior to making a final recommendation to the Dean of the Faculty and Vice President for Academic Affairs.

International Travel Questionnaire

Faculty Leader

(To be completed by Faculty Leader or designee)

Please complete the items below and submit all documents for risk management review (atkinsl@union.edu) by _____ for fall travel, _____ for winter travel, and _____ spring travel.

GROUP TRAVEL ONLY: Please submit a list of all travelers in the group including: name, Union College ID number, major, year level.

Name:		Union College ID No.:	
Faculty	Admin	Email:	
Number of Travelers Employees			Students
Exact Dates of Travel:			
Program/Group Trip Name:			
Purpose of Travel:			

1. Itinerary

Please provide any details of your itinerary that you are aware of to date, including all flights, cities/countries to be visited, address of accommodation(s), extracurricular activities, excursions, and modes of transportation. Please include contact information for tour guides, partners or sponsoring institutions, and other contact information you believe would be of assistance in the event of an emergency.

2. Travel Risk Awareness

Please review the health, safety or security risks involved with your travel and explain the steps you will take to mitigate these risks (refer to U.S. State Department Advisory System at: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/?currencyID=BRL> And GeoBlue Country Security Profile as appropriate.

3. Do Not Travel Regions

Does the U.S. State Department Travel Advisory identify regions in the country you are traveling to that are designated “do not travel” regions? If yes, please list the regions since the Participants Agreement will need to be revised to address consequences of traveling to those regions.
