

Notre Dame International: Trip Leader Resources (Draft)

Have the following numbers available (e.g. put them in your phone)

- **Notre Dame Security Police:** +1 574-631-5555; Available 24/7/365
- **Notre Dame International Emergency Line:** +1 574-339-6154; texts and iMessages accepted, **Email:** ssoisson@nd.edu or tguinan@nd.edu
- **HTH Insurance:** +1 610-254-8771; call accepted 24/7/365; ND's Certificate Number BCS-3229-A-15. All enrollees have their own policy number **Notre Dame Equity Line: + 574-631-0444** or equity@nd.edu (Sexual Assault related events)
- **Embassy Emergency number** closest to you, can be found on: travel.state.gov.

As an international trip leader your role in student oversight is much more comprehensive than on campus. You are often the sole, or one of a few, Notre Dame Representatives on the ground. NDI is here to assist you. No one can eliminate all risks but we can mitigate risk by pre-departure education for faculty, staff and students as well as provide insurance coordination and other support as needed. Your primary role is to support the student and get in contact with people who can help you.

Consider having two faculty or staff members travel. This allows one to be dedicated to the international education experience and one to assist in situational care as needed.

Before Departure

1. Invite students to discuss with you any pertinent health conditions that might need special considerations during the trip.
2. Specifically ask students to review required medicines and their legality in the country of travel. HTH has a drug resource that is helpful for this as does the University Student Health Services.
3. Know student arrival and departure details, contact numbers and emergency contact numbers.
4. All undergraduate students are required to purchase HTH mental and medical international health and evacuation insurance. They will be reminded of this requirement during their NDI travel registration. Policy details are on the NDI website ([here](#)). IF you would like assistance identifying HTH in network hospitals in your area of travel you can contact HTH directly at +1 610-254-8771 or ask NDI to assist.
5. Make sure all students know how to get to the program site or residence from the airport and that there is a back-up plan in place with contact numbers.

6. Make sure students have designated assistance phone numbers they can call or text 24/7 during the trip.
7. Register yourself in STEP (<https://step.state.gov/step/>). Students are asked to do the same as part of their travel registration.

On Site

1. Do a communications check. Have students test phones for ability to receive calls / texts / e-mails / other communication apps
2. Hold an on-site orientation—up front that:
 - ✓ Sets clear expectations for behavior and communication protocols
 - ✓ Discusses safety and awareness for your location
 - ✓ Discusses cultural and legal context of your location
 - ✓ States a clear policy on staying together, checking in and what is acceptable for free time

Other issues to consider:

- Address immediately any bad dynamics that may develop either among/between students on the trip that may result in harassment or assault
- Do not hire or work with a company or people that put students at risk
- Do not facilitate/encourage activities that could be of high risk to students, especially those not supported by [HTH insurance](#). Insurance restrictions include scuba, hang glide, bungee jumping, illegal activities and being part of group demonstrations, etc.
- Students cannot rent motor vehicles/motorcycles, motorized bicycles while on a ND sponsored program.
- Report all crimes that have been committed by our students or against our students-- Both to local authorities and to our campus (see below)
- If you set rules / expectations, you must enforce them
- Make it clear that students can and should come to you with any issues.
- Pay attention to headache, stomachache or flu like symptoms, disorientation, anyone that seems not to be him/herself. These are circumstances where you need to check in with students often.
- Make sure that students understand the official program dates and that you are not responsible for them if they arrive early or stay after the conclusion of the program (especially if students want to remain in Europe and travel).
- Accompany any student who is going to the hospital. This may not be necessary if a student is just going for a regular doctor's appointment. But if it is something where the student needs help err on the side of caution.

- Transportation and water related incidents are the leading cause of death/injury for American's abroad.
- Any illegal drug use or possession is reason for immediate dismissal (call NDI and we will help). It is critical that students understand they are in another country and are bound by those laws. If they are arrested Notre Dame's ability to help them will be limited and the US government will only make sure they are adequately represented.
- Incidents directly related to students drinking alcohol, can also result in dismissal from the program. (call NDI and we will help)
- Typically, with the overuse of alcohol the first warning is verbal, the second warning is written, and third warning results in dismissal. If the first offense is egregious, immediate dismissal is acceptable. (call NDI and we will help)
- Jogging is a popular activity for many students. Go over where and when it is safe and what attire is appropriate.

In an Emergency know how to: Contact Local Authorities and **Notre Dame Security Police:** +1 574-631-5555; Available 24/7/365. When you call, give your name, role/title, contact details, program and location of incident. NDSP will follow up with a NDI and Student Affairs point of contact.

Examples of incidents/emergencies to be reported immediately:

- Death, Life threatening Injury or Missing (**Do not attempt to contact the family, this will be handled by the appropriate unit on campus**)
- Political and Nature Disaster Evacuation
- Sexual Assault
- Hospitalization

QUESTIONS TO REVIEW WHEN REPORTING AN INCIDENT

- Is anyone involved in imminent and/or continuing danger where you are currently located?
- Your contact details and preferred method of communication from resources?
- The precise location of the incident?
- The number of participants?
- The physical and psychological condition of participant(s)?
- Is an ND staff member physically with the participant(s) with the concern?

- Are the remainder of the participants in a safe location?
- Is food, water and adequate medical attention available as needed?
- If a medical situation, has HTH been contacted?
- As possible the names, addresses, telephone and fax numbers of the attending physician(s), clinic(s) and/or other health professionals involved?
- If a participant has been injured, assaulted or raped, indicate any on-site response and planned subsequent follow-up.
- If a student has been arrested, has the U.S. Embassy has been notified and what charges have been filed?
- If a participant is missing, for how long? Is it possible that this can be a hostage situation?
- If the event is political, what is the target of the unrest?
- What is the proximity of the event to participant(s)?
- Is travel is in any way being restricted in the country?
- Are military or other security personnel present and how they are behaving?
- What support do you have with you on the ground?

WHAT ELSE DO WE NEED TO KNOW TO HELP YOU? **ASK FOR WHAT YOU NEED.**

NOTE: With the widespread use of mobile phones, social media, and email, it is likely that parents, family members and friends back home will have heard about the incident immediately. It is imperative we work together as rapidly as possible, without sacrificing accuracy. **It is also very likely that a wide-spread emergency (such as a bombing or terrorist attack—in the US or abroad) will lead to overloading of the mobile and or internet system causing it to slow-down, or not be accessible.** When a ND member is involved in an emergency abroad there will be many seeking information.

NDI will take the lead with feeding information to the press. You can use the campus resources to help you navigate your interactions with the press.