

Risk Management and Disciplinary Issues on Faculty- Led Programs Abroad

Office of Study Abroad, International,
and Domestic Programs

Spring 2017

Purpose of Meeting



- Program Director's Role
- OIDP's Role
- Managing Risks While Abroad
- Handling Student Disciplinary Incidents

Case Studies

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- Transportation workers' strike in Country B (your next program destination); cannot leave Country A as scheduled for Country B
 - Student health: student expresses suicidal thoughts to roommate
 - You receive a report that a student on your program has been sexually assaulted

Setting Expectations



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- Before Departure
 - Establish clear and appropriate expectations
 - Code of conduct applies to students both on campus and abroad
 - On-Site
 - Reinforce and administer expectations consistently
 - Start program with in-country orientation
 - Implement buddy system or partner check-ins

Emergency?

Perceived Risks vs. Actual Risks

- Any situation that affects (or has the potential to affect) the safety and well-being of program participant(s)

Preparing for Emergencies



- Program Director Handbook
- Director's response plan – Risk Management Planning Form
- Health Disclosure Statement
- Student's Conduct Approval
- All information sent to Program Directors 2 weeks prior to departure

Preparing for Emergencies



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- Safe Traveler's Enrollment Program (STEP)
 - Be sure that group leaders have functioning phones
 - Provide students with your 24/7 contact information
 - Update and verify list of phone numbers for all students
 - The Citadel Public Safety 843-953-5114
 - Director of OIDP: 843-801-2706

Preparing for Emergencies



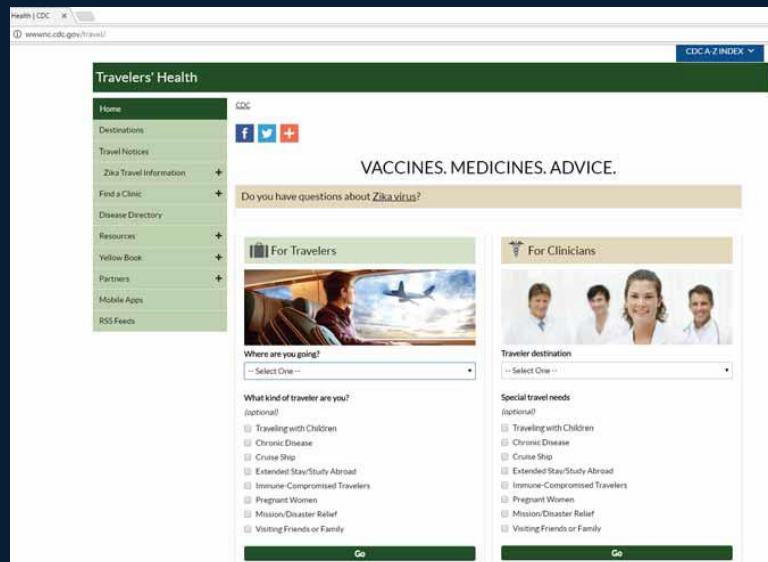
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- Director documents for The ODIP – due 2 weeks prior to departure (Sent via link)
 - Complete program itinerary, including hotel contact information
 - 24/7 contact information while abroad, including cell phone
 - Copy of in-country contact list
 - Copies of program directors' passports
 - Emergency contact information for program director (spouse, parent, sibling, etc. in the US)
 - Risk Management Planning Form

Staying Healthy Abroad

- Immunizations

- Visit the CDC website to determine if you need immunizations before you travel

- <http://wwwnc.cdc.gov/travel/>



iNext Insurance



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- Insurance information will be emailed to program directors prior to departure
 - Coverage includes:
 - Accidental Death & Dismemberment
 - Baggage Delay
 - Baggage/Personal Effects
 - Emergency Accident Medical Expense
 - Emergency Evacuation
 - Emergency Sickness Medical Expense
 - Repatriation of Remains
 - Trip Delay

Precautions in-Country



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- On-site orientation on personal safety
 - Program Director must be accessible 24/7 for the duration of the program
 - Program Director must identify an alternate liaison in case of an emergency
 - The Program Director will identify alternative means of communication with U.S. from program site
 - Participants' overnight travel: must leave an itinerary and contact information with Program Director

Emergency Response Procedures



- In the case of an on-site emergency...
 - Take steps to address the immediate safety and well-being of program participants
 - If necessary, contact in-country emergency/health care providers and obtain medical care for affected participants
 - Frequently communicate with Citadel OIDP to determine best practices
 - Fill out an incident report form and submit to OIDP

Incident Report Form



Incident Report Form

This form is to be used to document all incidents (including disciplinary, health, safety, emergency, and perceived emergency) that occur during a program. Complete as close to the time of the incident as possible and submit (via email) to Citadel Study Abroad (studyabroad@citadel.edu) Student names will be kept confidential. Use additional space as needed

1. Today's Date:
2. Student Name and CWID:
3. Date of incident:
4. Time of incident:
5. Location of incident:
6. Others involved in incident:
7. Citadel staff/faculty completing form:
8. Contact information for faculty/staff completing form:
9. Program Name:
10. Check or highlight the appropriate description to indicate the nature of the incident:

<input type="checkbox"/> Alcohol/drugs	<input type="checkbox"/> Assault
<input type="checkbox"/> Injury/illness	<input type="checkbox"/> Theft
<input type="checkbox"/> Theft	<input type="checkbox"/> Student Arrest
<input type="checkbox"/> Other: _____	
11. Describe the incident below. Please be as specific as possible (attach additional sheets as needed):

Managing Risks Abroad



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- Alcohol
 - Most behavioral incidents abroad are connected to alcohol related violations
 - Do not encourage drinking and minimize alcohol use
 - Minimum legal age varies country to country
 - Faculty may NOT purchase alcohol for students
 - Prescription Medications
 - Check to ensure that all drugs on your prescription are legal in destination country (i.e. Adderall, Codeine may be banned in various countries)
 - Take a copy of prescription and keep medicines in original containers

Managing Risks Abroad



- University Cannot:
 - Eliminate all risks or guarantee safety of participants
 - Control personal decisions or assume responsibility for actions of others
 - Prevent illegal/dangerous/unwise activities
 - Assure due process

Disciplinary Issues

- Student Code of Conduct
 - Handling misconduct on-site
 - Documentation of incident
 - Sanctions on-site
 - Disciplinary action at home campus

Caution for Program Directors



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- Never share info of any student with another
 - No fraternizing with students
 - No drinking with students
 - Refrain from suggestive language
 - Refrain from touching
 - No individual visits by students to your room

Resources for Program Directors



Faculty Director Handbook

Risk Management Planning Form

Incident Report Form

Citadel ERM Guide to Risk

[Webpage for Faculty Director and Advisors](#)

*All Resources are Available on OIDP Webpage for Faculty
and Advisors*

Questions/ Discussion?