

Emergency Handbook for Faculty Directors

Center for International Education
&
Global Engagement

Otterbein University

1.	Introduction	1
2.	General Policies	1
3.	Alcohol	2
4.	The Drug Free Schools and Campuses Act	2
5.	Drug and Alcohol Abuse Policies	2
	<i>Alcohol</i>	2
	<i>Drugs</i>	3
6.	Personal Safety	3
7.	Travel Policy	4
8.	Passport Information	6
9.	Participant Contact Information	6
10.	Registering Participants with the U.S. or Appropriate Consulate	7
11.	Reporting of an Incident	7
12.	Addressing Less Serious Problems	8
13.	Loss of Passport	8
14.	Loss of Personal Property	8
15.	Early Warning Signs of Potential Health Problems	9
16.	Mental Health Problems	10
17.	Attempted Suicide	10
18.	In the Event of a Serious Injury or Illness Involving a Student	11
	Serious Accident or Illness - Off-site	11
	Accident or Illness within Commuting Distance (less than 1 hr)	12
	Accident or Illness Beyond Commuting Distance (over 1 Hr).....	13
	Serious Illness or Injury-- On Site	13

19.	In the Event of a Serious Crime Involving a Student	14
20.	Occurrence of a Sexual Assault	14
	<i>Rights of the Victim</i>	14
	<i>Communicating with the Victim</i>	15
	<i>Other things to keep in mind</i>	15
	<i>Medical Attention</i>	16
	<i>Preserving Evidence</i>	17
	<i>Counseling and Emotional Support</i>	17
	<i>Legal Remedies Following Assault</i>	17
21.	Harassment of Student or Faculty	17
	<i>Accusations of Harassment</i>	17
22.	Participant on Participant Assault	17
23.	Death of a Student	17
24.	Student Suicide	17
25.	Death in the Family of a Student	19
26.	Participant Arrest for Commission of a Crime	21
27.	Political Emergency	22
	<i>Criteria</i>	22
	<i>Procedures</i>	23
28.	Natural Disaster	24
	<i>Criteria</i>	24
	<i>Procedures</i>	25
29.	Student Missing from an Education Abroad Program	25
30.	Student Fails to Return from Scheduled Independent Travel	27
APPENDICES		
	<i>On Site Travel Form</i>	34
	<i>Health Information</i>	36
	<i>Power of Attorney Form</i>	37
	<i>Incident Report Form</i>	38
	<i>Important Otterbein Contacts</i>	41

1. Introduction

You are preparing for one of the most meaningful experiences that you will encounter while at Otterbein University. In order to ensure that you have a successful experience, CIEGE is providing you with the Operational Handbook for faculty directors. This Handbook has been compiled from a number of resources to provide as much practical information as possible that may be applicable to the responsibilities of faculty leading short-term study programs.

A successful off-campus experience does not just occur; it requires careful consideration of the things you will need to learn before you leave. *CIEGE has developed this document to outline and to inform you about some actions that you should take to minimize the potential that you will be faced by a crisis while leading an Otterbein - sponsored program abroad. Of perhaps greater significance, the manual provides you with guidelines regarding actions you may be called upon to take in response to emergencies or crises while you are abroad.*

For the mutual protection of Otterbein University, the faculty, the students, and their families, the obligations assumed by each must be carefully defined and understood. You should recognize the fact that you have entered into a contractual agreement with Otterbein University that states the obligations and responsibilities of both the University and yourself. This handbook is a document that should be read carefully and thoroughly to avoid misunderstandings.

2. General Policies

Occasionally, Otterbein University receives information regarding dangers involved in a particular activity at a particular site. After assessing the risks, which includes consulting with professionals who have first-hand knowledge of the activity at the site, Otterbein University may issue a policy restricting the participation of Otterbein students and personnel in that activity. All participants are expected to abide by this policy, and the faculty director is expected to lead by example.

Otterbein University students participating in an off-campus experience are expected to behave in a manner so as not to put themselves at risk. All students have an obligation to look out for the well-being of each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to the faculty director as soon as possible without jeopardizing his/her own safety. The faculty director must then address the issue with the student at risk. Repeated behavior identified as risky will be considered cause to send the student home.

Faculty directors or their designee's should maintain a file copy of three documents pertaining to each student. These documents are: 1) the participant's face page of their passport, 2) a copy of their completed healthcare proxy (this information is available for all students participating on your program through the AbroadOffice CRM at <http://otterbein.abroadoffice.net>) and 3) a copy of their release of information form.

3. Alcohol

The following policy has evolved from careful consideration of Ohio law by Otterbein University legal counsel, risk management insurance counsel, and Otterbein University personnel.

Ohio criminal law applies only to the State of Ohio; however, Otterbein University extends the policy that faculty and staff should not serve alcoholic beverages to persons under 21 even at private social functions (for example, department parties or at their homes). This rule applies to all states and territories, domestic or foreign, in which an Otterbein University employee or student is functioning in his/her capacity as a Otterbein University employee or student or is involved in a Otterbein University activity of any type.

Anyone who chooses to violate this policy does so at their own risk.

4. The Drug Free Schools and Campuses Act

The Drug Free Schools and Campuses Act (DFSCA) is a federal mandate that says U.S. schools must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs by students, faculty, and staff.

These regulations are **portable** and, therefore, cover international or study abroad programs.

Foreign study programs, like their domestic college and university sponsors, have an educational, ethical, and **legal** responsibility to act forcefully to promote a foreign study environment free from alcohol and illicit drug problems.

5. Drug and Alcohol Abuse

Alcohol

Participants are subject to the laws of the host country and any policies and regulations of the host University. Alcohol abuse by participants is viewed by Otterbein University as a serious violation of the terms of participation and will be treated accordingly. There are degrees of abuse as follows:

- a) Consumption of alcohol which causes the participant to miss class or be unable to participate fully in classroom activities is considered an abuse of alcohol. At the first instance a warning letter will be issued to the participant(s). If there is a second instance, Otterbein's Vice President for Student Affairs will be notified. Repeated instances may result in suspension or expulsion from the program.
- b) Consumption of alcoholic beverages which results in loud, boisterous, or

offensive behavior according to U.S. or local norms is more serious. Any infraction will result in a warning letter to the student and a notification concerning the warning being issued to the Otterbein Vice President for Student Affairs. A second instance may result in immediate expulsion from the Otterbein education abroad program at the discretion of the faculty director.

- c) Consumption of alcoholic beverages which results in any of the following is the most serious degree of alcohol abuse:

Loss of consciousness or vomiting
Destruction of property or abusive behavior
Endangerment of self or others
Incarceration
Admission to a hospital or emergency room
Treatment for alcohol poisoning

Any instances of these circumstances or other circumstances of equivalent severity may result in immediate expulsion from the program following consultation between the faculty director and appropriate members of Otterbein's Vice President for Student Affairs staff.

Drugs

The use, purchase, and/or sale of nonprescription drugs is absolutely prohibited by Otterbein University. The participant caught using, purchasing, and/or selling drugs will be expelled from the Otterbein education abroad program and may face criminal prosecution. Penalties for drug violations in many host countries are often harsher than in the United States. It is important to tell participants that when they are traveling abroad, they are subject to the laws of the country they are visiting. ***They are not protected by their own country's laws.*** The U.S. and other governments can only seek to ensure that their citizens are not discriminated against, that is, that they receive the same treatment as do citizens of the country in which they are arrested who are charged with the same offense.

6. Personal Safety

There may be very little that you as the faculty director can do to address and minimize some threats to the participants' personal safety. However, you should help participants become familiar with their environment, including providing them with information about which areas of the city or areas in which you are traveling might be considered safe and which are not. Faculty directors should also:

- ◆ Stress that participants should carry emergency information cards at all times;
- ◆ Remind participants not to travel without all necessary prescription medications and a copy of the pharmacist's prescription for those medications, and to follow their physician's guidelines regarding the proper storage of medications

(protection from over-heating, etc.)

- ◆ Encourage participants to inform the faculty director of ailments (minor non-life threatening illness, the aftereffects of minor injuries, minor emotional problems, etc.) that last longer than a few days;
- ◆ Impress upon participants that the use, purchase, and/or sale of drugs is prohibited and will lead to automatic dismissal from the program;
- ◆ Encourage participants to carry some cash, but not excessive amounts of cash, with them and to use a money belt or concealed money pouch for passports, cash, and other valuables;
- ◆ Encourage students to avoid money changers on the street as they may pass off counterfeit U.S. dollars and local currency. Credit card fraud is also growing;
- ◆ Stress that students should use well-traveled routes when going about their daily business and until they become more familiar with their surroundings; when walking, avoid marginal areas of cities, dark alleys, and crowds (particularly unusually loud or seemingly unruly crowds that could become violent with the result that the participant could be caught up in that violence and either be injured or arrested);
- ◆ Emphasize to participants the importance of minimizing their “foreignness” in their actions and appearance;
- ◆ Emphasize that participants should be informed about how to replace a lost passport; and,
- ◆ Obtain and retain a photocopy of all credit cards or bank cards belonging to participants on the program. The photocopy may be used in the event that these cards are stolen and it is necessary to cancel the credit cards or bank cards.

7. Travel Policy

Students and their families should understand that while Otterbein University encourages students to travel during their free time, the University takes no responsibility for the students’ safety during independent travel. Students are required to keep the faculty director informed of their whereabouts. Every student must be accounted for — whether traveling, staying in residence, or with the group. **Students are required to complete the Travel-Leave Form whenever they are traveling outside of the host institution city, staying overnight at a location within the host city other than their assigned program housing arrangements or traveling separately from the travel group during a short-term study tour.** Participants must inform you, the faculty director, by means of the Travel-Leave Form of any travel plans and when they should be expected to be back on site. Faculty directors should also inform the students of any plans to be away from their residence overnight.

Students should be given a phone number they can call in an emergency.

Participants should be informed of the following risk avoidance tips:

- ◆ Minimize “foreignness” in actions and appearance; do not display provocative luggage tags, overly patriotic displays, or any other indications that you are from the United States;
- ◆ Dress casually and look like a traveler, do not dress like the “flamboyant” U.S. patriot;
- ◆ Participants should educate themselves about the language, religion, customs, and appropriate dress for the host country. The more they display their familiarity with the customs of the host country, the more respect they will earn and the easier it will be to dispel stereotypes. Such knowledge also increases confidence and independence, factors important to personal safety;
- ◆ Do not pack anything that could be construed as a weapon, including knives, nail files, razors and other sharp instruments;
- ◆ Do not wear expensive jewelry or watches or carry an expensive purse;
- ◆ Always be prudent in your choice of eating and drinking establishments;
- ◆ Pay attention to body language as cultural differences are often reflected in the way people gesture and carry themselves. Eye contact, a smile, or the distance between two people conversing can have profoundly different interpretations from one culture to another;
- ◆ Avoid political discussions, confrontations, or arguments;
- ◆ Do not reveal personal information to casual acquaintances;
- ◆ Do not stop if you are approached on the street by strangers, including street vendors and beggars. Beware of woman and small children, as well as men, as they can be pickpockets or purse snatchers. Keep your billfold in an inner front pocket, carry your purse securely under your arm, and wear the shoulder strap of your camera or bag across your chest. You should also guard against thieves on motorcycle by walking away from the curb and carrying your purse on the side of your body away from the street;
- ◆ Beware of overly friendly or flirtatious persons; participants should trust their intuitions and feelings. If someone offers participants a ride and they feel some anxiety, they should thank the person and tell the person firmly that they already have arrangements. If participants are in a situation that makes them nervous, they should exit. Tell participants not to let the fear of offending someone push them to do something their instinct warns against;
- ◆ Never use the excuse of cultural differences to endure or excuse verbal or physical abuse. Participants should remove themselves from uncomfortable situations as quickly as possible or ask for support from others. The faculty director should tell participants that, should they be physically and/or sexually assaulted, the faculty director will take all steps to ensure that the appropriate authorities are contacted and the participant will receive necessary medical care

and counseling;

- ◆ Always travel in groups of two or more people;
- ◆ Learn to be an organized traveler. Keep documents safe, but readily available when on the move;
- ◆ Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers;
- ◆ Avoid travel at night;
- ◆ Return to your apartment or living quarters at a reasonable, early hour every night;
- ◆ Should you find yourself present during a coup, up-rising or riot, remain in a safe harbor, such as your hotel or a residence that is not apt to be a military target. If you feel that your residence or hotel is for some reason unsafe, contact the faculty director immediately.

8. Passport Information

Participants must supply CIEGE and the faculty director with a photocopy of the information page of their passports. If a passport is stolen or lost while outside the U.S., having copies of this document will greatly facilitate having a new one issued while overseas.

9. Participant Contact Information

The faculty director of semester long or short term programs must require that all participants provide them with their cell phone numbers, if applicable. The faculty director of semester long or short term programs also will require students to record their overnight absences. If students will be traveling independently from the group, they are required to record a complete description of their travel itinerary on the Travel-Leave Form including:

- ◆ destination,
- ◆ means of transportation (with the flight, train, or bus number),
- ◆ outbound route,
- ◆ expected departure time,
- ◆ expected arrival time at destination,
- ◆ contact addresses and telephone numbers at the destination,
- ◆ means of return transportation (with the flight, train, or bus number).
- ◆ return route, and
- ◆ expected date and time of return

Students may download the Travel-Leave Form on-line at <http://otterbein.abroadoffice.net/forms.html>. A copy of the completed forms should be given to the faculty director.

The faculty director should inform participants that if they have left no prior word of their whereabouts, or cannot be found at the location indicated, they are liable for all expenses incurred by the faculty director and/or Otterbein University should the participants need to be located.

10. Registering Participants with the U.S. or Appropriate Consulate

CIEGE will generate a list using the AbroadOffice to be submitted to the Department of State of participants, their addresses, passport numbers, and contact information at the study center/host institution.

Faculty directors of short-term study programs should register all participants with the appropriate consulate(s) by email in the destination country. The faculty director should provide the consulate with a list of names, addresses, and passport numbers of the participants, and contact information at the study center/host institution. If the short-term study program involves movement throughout the country, the director should provide the consulate with an accurate itinerary, including means of transport to be used, and contact information at each destination on the itinerary.

11. Reporting of an Incident

If an incident should occur resulting in property damage, bodily injury, or the seeking of medical attention for any participant during an Otterbein University sponsored education abroad program, then an Incident Report (page 39) must be submitted. The form may be obtained on-line at: <http://otterbein.abroadoffice.net/reportform.html> and downloaded as a word document and completed off-line and sent as a file attachment to an e-mail to: cmusick@otterbein.edu. The original form must be transmitted within 24 hours of the incident. Alternately the form may be faxed to Otterbein University Campus Police at: 1-614-823-1999. They will then forward the report to the appropriate Otterbein University offices. If follow-up is necessary, then the faculty director will be contacted. Examples of incidents that must be reported include, but are not limited to: car accidents where Otterbein University students were passengers; burglaries; mugging; theft; robberies; athletic injuries requiring medical attention; serious illness or medical attention is sought; any condition in which someone is admitted to the hospital; a missing student; a complaint of an assault or harassment.

12. Addressing Less Serious Problems

Although not threatening the health and safety of participants, a variety of problems can present significant challenges to the faculty director and/or the smooth running of the overseas study experience. If not handled properly, these problems could present significant logistical difficulties, particularly for short-term travel programs. In any event, the following problems may well be viewed by the participant as very significant problems if not handled in an efficient and calm manner. It is therefore important in addressing these issues to try to suspend one's irritation with the potential carelessness of the participant that may well have resulted in the particular loss.

13. Loss of Passport

- ◆ Have the participant file a report with the local police station. Otterbein University faculty director should accompany the participant to the police station.
- ◆ Advise the student participant to cancel all credit cards and bank cards immediately.
- ◆ Contact the appropriate consulate regarding the issuance of an emergency travel document (ETD). Provide the participant with a copy of the Xerox of the face page of his/her passport which CIEGE has on file.
- ◆ Complete an Incident Report on-line or contact Otterbein University Campus Police at (Int'l Access Code) 001- 614823-1222 (24 hours) and provide them with the appropriate information designated on the Incident Report form.

14. Loss of Personal Property

- ◆ Be sympathetic to the participant's loss, but indicate that Otterbein University does not take responsibility for lost or stolen possessions.
- ◆ The faculty director or a designated staff member of the host institution should accompany the participant to make a police report.
- ◆ It may be necessary for the faculty director to make a small loan (from his/her contingency funds) to the participant to cover his/her expenses, such as the replacement of essential items. Keep a record of the loan and the use of the funds advanced to the participant, so that you may be properly reimbursed.
- ◆ If the loss of property involves the loss of funds or credit cards while the participant is traveling away from the program site or on independent travel, it may be necessary to wire sufficient funds to the participant to enable him/her to return to the host institution or rejoin the travel group. Western Union appears to offer the best options for wiring funds. **THERE ARE A NUMBER OF REGULATIONS AND CONDITIONS THAT CAN AFFECT THE TRANSFER OF FUNDS VIA WESTERN UNION.**
 - Both senders and receivers may need to show a currently valid government-issued photo ID and provide additional information to meet U.S. government requirements, depending on the amount being sent or received.

- o Sending money with the Western Union Money Transfer service from an Agent location does not require credit cards, debit cards, bank accounts, memberships or citizenship papers.
- o You may pick up your money transfer at any Agent location. However, not all agents are open for business evenings or on weekends in the receiving state.
- o You will need to complete a "To Receive Money" form with the following information: name, address, amount expected, as well as the sender's name, telephone number, city and state being sent from.
- o Valid identification is also required. Some restrictions may apply. Drivers License, State ID, current passport or tourist card, Government ID with photograph, or Alien ID is required to receive funds.

Again, keep detailed records of the funds transfer.

15. Early Warning Signs of Potential Health Problems

Study abroad can be a unique and rich experience but because it takes place in a different cultural setting, it can be both liberating and threatening to participants. Some participants may experience emotional and mental adjustment problems. Anxiety often accompanies presence in an unfamiliar setting. The occurrence of mental health concerns can be minimized by following some basic guidelines. These include:

- ◆ Communicating frequently with all members of the group,
- ◆ Building group cohesion,
- ◆ Establishing a sensible pace of study center activities to reduce fatigue,
- ◆ Providing sensitive leadership, and
- ◆ Learning to recognize the warning signs of potential health problems

16. Mental Health Problems

If a participant is exhibiting behavior that, in your opinion as a non-professional, is a sign of a potential mental health problem:

- ◆ Gather specific information regarding the participant's behavior;
- ◆ Contact the appropriate Otterbein University staff by phone to consult with them regarding the participant;

- ◆ *If the appropriate work with Otterbein staff determine that the participant requires immediate treatment*, contact EIIA and inform them of the nature of the participant's condition. Use the phone number appropriate to the country you are located. This number is on the back of each student's insurance card. Determine the location of appropriate treatment facilities and obtain the names of appropriate English-speaking physicians/mental health professionals who might consult on the case;
- ◆ If the participant seems to be an immediate danger to himself/herself or others, call the police or arrange for the participant to be taken to the nearest emergency room or hospital. You should accompany the participant but you should not be the only person accompanying the participant to the treatment center. Bring the participant's signed Health Information and Power of Attorney forms with you.
- ◆ Prepare a detailed Incident Report as soon as possible. Send a copy of the more detailed Incident Report to CIEGE and keep a copy for your records.

17. Attempted Suicide

- ◆ Remain calm. It is vital to provide professional, effective support at this time.
- ◆ Try to determine whether the person who has attempted to commit suicide has a life-threatening injury or condition. **IF THE ATTEMPTED SUICIDE HAS MAJOR INJURIES OR A POTENTIALLY LIFE-THREATENING CONDITION SUCH AS A DRUG OVERDOSE, HAVE HIM/HER TRANSPORTED TO THE NEAREST APPROPRIATE EMERGENCY FACILITY.**
- ◆ If the attempted suicide does not appear to have a life-threatening condition, begin to address other treatment options. **Do not leave the attempted suicide unattended.** Either keep the individual with you while you are arranging treatment or delegate to a responsible student/participant initial responsibility for contacting CIEGE at (001) 614-823-3263 who will contact EIIA regarding local treatment facilities.
- ◆ **PLEASE NOTE THAT THE EIIA POLICY, LIKE VIRTUALLY ANY OVERSEAS HEALTH INSURANCE PLAN, HAS SIGNIFICANT EXCLUSIONS REGARDING ATTEMPTED SUICIDE.**
- ◆ Begin a complete written log of the incident.
- ◆ As soon as an appropriate medical/psychological treatment facility has been identified, accompany the student who attempted suicide to the treatment facility. **Be sure to bring along the Health Information Form/Power of Attorney forms previously signed by the participant.**
- ◆ As soon as an initial diagnosis and recommended treatment has been identified,

obtain a written copy of the diagnosis and the treatment options. Contact CIEGE regarding the diagnosis and treatment options.

- ◆ Without violating the attempted suicide's right of confidentiality, indicate to other students/participants on the program that the individual in question has experienced a medical emergency that will require treatment.
- ◆ Depending on the nature of the suicide attempt, it may be necessary to make special arrangements for those participants closest to the student who attempted suicide. This may involve moving the participant(s) to another room, arranging a phone call to parents for support, or other support. Identify a participant, staff member, or teacher who can assist with other participants while you are involved in formalities.
- ◆ Following consultation with the CIEGE, facilitate the medical evacuation of the attempted suicide participant.
- ◆ If the parents or next of kin attempt to contact you directly concerning the participant's medical condition, make sure that the participant has previously signed the Release of Information form and has designated that person as an individual who can be given this information.

18. In the Event of a Serious Injury or Illness Involving a Student

Certain key facts must be carefully noted in order to provide information to medical or emergency care staff. It is crucial to remain calm and to be observant.

Serious Accident or Illness - Off-site

- ◆ Obtain as much information as possible regarding the participant's condition, location, hospital, doctor's name and phone number, and in the case of an accident, the status of anyone else involved in the accident.
- ◆ Contact EIIA and inform them of the nature of the potential injuries to or illness of the victim and the location of the victim. Use the phone number appropriate to the country you are located. This number is on the back of each student's insurance card. Determine the location of the emergency treatment center if appropriate and obtain the names of appropriate English-speaking physicians who might consult on the case.
- ◆ Contact Otterbein University Campus Police at (001) 614-823-1222 and provide them with the appropriate information designated on the Incident Report form. File a written copy of the Incident Report at cmusick@otterbein.edu.
- ◆ If the parents or next of kin attempt to contact you directly concerning the participant's medical condition, make sure that the participant has previously signed the Release of Information form and has designated that person as an

individual who can be given this information.

Accident or Illness within Commuting Distance (less than 1 hr)

- ◆ Go in person to the site of the crisis. Bring the participant's signed Health Information and Power of Attorney forms and the EIIA insurance information with you and provide it to the appropriate officials.
- ◆ Speak with everyone involved in the accident and get as much detailed information as possible regarding the accident. Consult with physicians and police, if appropriate. Obtain police report concerning the accident.
- ◆ Maintain frequent communications with CIEGE about the participant's condition.
- ◆ If the illness could be life-threatening, or serious or long-term injuries might result from the accident, the CIEGE will be in contact with EIIA regarding activation of the family visitation provisions of the insurance policy. If next of kin choose to make use of the visitation provisions, you may be called upon to facilitate housing arrangements for the family member flown in to be with the injured/ill party.
- ◆ Should the participant's ongoing medical condition appear to require medical evacuation, CIEGE will maintain contact with EIIA regarding the time frame for the evacuation and if possible inform you of the medical evacuation timing.
- ◆ Continue to maintain frequent communications with CIEGE about the participant's condition.
- ◆ Contact EIIA for assistance in completing and mailing any initial insurance forms or translations.
- ◆ Be sure to provide support to other participants who may be upset by the accident/illness.

Accident or Illness Beyond Commuting Distance (Over 1 Hr)

- ◆ If the accident/illness occurred while the participant was involved in independent travel in a country other than the program site, CIEGE will establish and maintain contact with the appropriate U.S. consular officials in that country. CIEGE will also maintain frequent contact with EIIA regarding the participant's condition and inform you of any arrangements that may be necessary to move the participant back to the Otterbein program location.
- ◆ If the illness could be life-threatening, or serious or long-term injuries might result from the accident, CIEGE will be in contact with EIIA regarding activation of the family visitation provisions of the insurance policy. If next of kin choose to make

use of the visitation provisions, you may be called upon to facilitate housing arrangements for the family member flown in to be with the injured/ill party.

- ◆ Should the participant's ongoing medical condition appear to require medical evacuation, CIEGE will maintain contact with EIIA regarding the time frame for the evacuation and if possible inform you of the medical evacuation timing.
- ◆ Continue to maintain frequent communications with CIEGE about the participant's condition.

Serious Illness or Injury-- On Site

- ◆ Arrange for the victim to be transported as soon as possible to emergency medical facilities.
- ◆ Bring the participant's signed Health Information and Power of Attorney forms and EIIA insurance information with you and accompany the victim to the emergency medical facilities.
- ◆ Contact EIIA and inform them of the nature of the participant's condition. Use the phone number appropriate to the country you are located. This number is on the back of each student's insurance card. Determine the location of appropriate treatment facilities and obtain the names of appropriate English-speaking physicians who might consult on the case.
- ◆ Contact Otterbein University Campus Police at (001)- 614-823-1222 and provide them with the appropriate information designated on the Incident Report form. File a written copy of the Incident Report at cmusick@otterbein.edu.
- ◆ If the illness is potentially life-threatening, or if serious or long-term injuries might result from the accident, CIEGE will maintain contact with EIIA regarding activation of the family visitation provisions of the insurance policy. If next of kin choose to make use of the visitation provisions, you may be called upon to facilitate housing arrangements for the family member flown in to be with the injured/ill party.
- ◆ Should the participant's ongoing medical condition appear to require medical evacuation, CIEGE will maintain contact with EIIA regarding the time frame for the evacuation.
- ◆ Continue to maintain frequent communications with CIEGE about the participant's condition.
- ◆ Be sure to provide support to other participants who may be upset by the accident/illness.

19. In the Event of a Serious Crime Involving a Student

The on-site faculty director should first take any steps deemed immediately necessary to stabilize the situation. This would include obtaining emergency medical care, police intervention, securing the student's safety, or providing victim support.

At the first possible opportunity, CIEGE should be notified. If the incident occurs after regular business hours in the Eastern time zone you should contact Otterbein University Campus Police.

Campus Police will be the primary contact concerning any aspects of a criminal investigation. EIIA can assist with document translation.

20. Occurrence of a Sexual Assault

If the student is a victim of rape or assault, he/she must tell Otterbein University program leader or call Otterbein Campus Police in order to initiate campus procedures.

Rights of the Victim

The victim should expect that the incident will be treated with seriousness.

The victim should expect that he/she will have the full and proper cooperation of Otterbein's designated on-site representative and the cooperation of campus personnel wherever possible.

The victim should expect that Otterbein University's designated on-site representative will not pressure the victim in obtaining evidence.

The victim should expect that Otterbein University's designated on site representative will not suggest that the sexual assault victim is responsible for the attack.

To the extent possible within the constraints of conditions at the overseas program site, the victim should expect that he/she will be provided with housing that minimizes, or if possible eliminates, unwanted contact with the accused.

The victim should expect that the faculty director and the University will respect the confidentiality of the participant's medical records and sexual history.

Communicating with the Victim

A sympathetic ear can make a big difference to the recovery process for the victim. After an assault, the victim may feel out of control. Although you may be tempted to give advice or make decisions for him/her, it is important that he/she begins

regaining control by making choices himself/herself. You can be helpful by discussing options or providing the victim with necessary information.

The most important things for you to communicate in your discussions:

“I’m glad you’re okay.”

“It’s not your fault.”

“I’m sorry that it happened.”

“You did the best that you could.”

Other things to keep in mind

If the victim feels guilty because he/she did not fight back, tell him/her that fear often inhibits people and that cooperation DOES NOT mean consent.

Help the victim to understand that this will cause a disruption in his/her life, but that he/she will recover.

Try to minimize the number of times the victim must tell the story.

Don’t prevent the victim from talking about the assault if he/she wants to.

Medical Attention

The victim of a sexual offense should seek immediate medical attention to treat injuries, take preventive measures for sexually transmitted diseases and pregnancy, and collect physical evidence. Encourage the victim of the assault to seek medical attention. Follow the steps outlined below in order to implement University policy:

- ◆ Contact the host institution immediately to obtain a list of medical personnel fluent in English who may be called upon to provide appropriate treatment. If you are not on a program housed at a host institution, or if the assault occurred while traveling, proceed immediately to step 2.
- ◆ Contact EIIA and inform them of the nature of the participant’s condition. Use the phone number appropriate to the country you are located. This number is on the back of each student’s insurance card. Determine the location of appropriate treatment facilities and obtain the names of appropriate English-speaking physicians who might consult on the case. They can help to begin to identify appropriate practitioners and coordinate services that the victim may wish to make use of in the aftermath of the assault.
- ◆ If it all possible, accompany the victim to the initial medical treatment location and stay with the victim during the initial medical treatment phase.
- ◆ Contact Otterbein University Campus Police at (001) 614-823-1222 and provide

them with the appropriate information designated on the Incident Report form.

- ◆ Complete and file a written Incident Report Form (on-line or by fax).
- ◆ If the parents or next of kin attempt to contact you directly concerning the participant's medical condition, make sure that the participant has previously signed the Release of Information form and has designated that person as an individual who can be given this information.

Preserving Evidence

Advise the victim that if they can avoid it, they should not wash, use the toilet, or change their clothing or any bed linens that may contain evidence of the offense.

If they must change clothing, place all clothing worn at the time of the offense in a **paper bag**. Do not use a plastic bag. If the participant decides to report the incident as a rape to the authorities, the report should be made as quickly as possible.

Speak with everyone involved and get as much detailed information as possible. Consult with physicians and police if appropriate. Keep thorough notes.

Obtain a copy of the police report concerning the incident.

Counseling and Emotional Support

Encourage the victim to make use of counseling professionals identified by either the Host Institution or EIIA.

Provide support to other participants who may be upset by the incident. If possible, arrange for a qualified counselor to be available to speak to them individually or in a group session.

Legal Remedies Following Assault

The victim has a variety of options open to him/her. The student may file one of three types of formal written reports as outlined in the formal on-campus procedures associated with the occurrence of a sexual offense. Appropriate campus authorities will explain these options to the victim. Alternately, the student may wish to file a formal criminal complaint with the appropriate authorities in the country in which the incident has occurred. The Host Institution representative and/or the U. S. Consulate can explain these procedures to the victim.

21. Harassment of Student or Faculty

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 (see <http://www.eeoc.gov/facts/fs-sex.html>). Otterbein University expressly prohibits any type

of harassment of any individual based on race, color, religion, sex, national origin, age, sexual orientation, veteran status, or disability. All reasonable steps will be taken to prevent harassment from occurring whether by a fellow student or a staff member. Harassing language and conduct such as sexual advances or racial/ethnic slurs have no place in Otterbein University business. It is expected that participants and faculty members will treat each other with respect and dignity.

Staff and participants have the right to report actions of any type of harassment during their participation on a Otterbein University sponsored program with the understanding that Otterbein University will seek accountability for such actions.

Federal laws regarding sexual and other types of harassment do not apply outside the United States. Local customs and legal practices may differ greatly from conditions the participants are accustomed to in the United States. Counseling participants requires sensitivity to both local mores and the U.S. law in dealing with issues of harassment. Nevertheless, all Otterbein University staff and participants in education abroad programs are expected to act in accordance with Otterbein University anti-harassment policy, regardless of their geographic location.

Accusations of Harassment

If a student accuses another student or anyone else on site of sexual or other harassment, all allegations are to be taken seriously. The faculty director will contact the Vice President for Student Affairs and indicate that a harassment complaint has been filed. The faculty director will also file an Incident Report concerning the accusation.

22. Participant on Participant Assault

Otterbein University education programs will not tolerate a participant's willfully committing an assault. If a participant is accused of assault or observed committing an assault, the faculty director should immediately **file two Incident Report forms (one for perpetrator and a cross referenced form for the victim)** at cmusick@otterbein.edu and contact Otterbein's Vice President for Student Affairs regarding options for addressing the problem. Depending upon the seriousness of the assault, the Vice President for Student Affairs may determine that the perpetrator should be subject to immediate expulsion from the education abroad program in addition to any legal remedies which the victim may choose to pursue within the host country.

23. Death of a Student

Remain calm. It is vital to provide professional, effective support at this time.

If the death occurred on site and if authorities have not already been contacted, contact appropriate local authorities regarding the death of the student.

If the death occurred off site, but within easy commuting distance of the program site, go in person to the site of the crisis. Bring a copy of the face page of the participant's passport

and the Health Information and Power of Attorney forms with you. Provide whatever support or assistance is necessary. You may be required to provide the formal identification of the body. Bring the EIIA insurance materials and present them to the appropriate officials. Assist in completing the police report.

If appropriate, speak with physicians and police who are making a report or providing assistance. Obtain a copy of the medical records if possible and/or a copy of the police report. The Health Information and Power of Attorney forms may be important in giving you access to these reports.

Make sure to obtain accurate, detailed information on the date, time, and location of the death as well as the circumstances that caused the death. Speak with everyone who was in any way involved.

Contact Otterbein Campus Police at (001) 624-823-1222 and provide them with the appropriate information regarding the circumstances of the death as designated on the Incident Report form. File (on-line or by fax) a completed written Incident Report as soon as possible.

Contact the nearest American Consulate/Embassy (or the appropriate Embassy/Consulate in the case of a non-U.S. citizen participant) and inform them of the death. They are trained to deal with such situations and provide advice on procedures according to local law and international regulations regarding repatriation of remains. They will probably need to have the information contained on the face page of the victim's passport. Obtain the name of the appropriate contact personnel at the Consulate/Embassy and relay this information to Otterbein's Campus Police Office and CIEGE.

CIEGE will contact EIIA and inform them of the death and the potential need for repatriation of the student's remains.

Discuss the student's/participant's death with the other students participating in the program. Follow the advice of the Dean of Students and other campus representatives regarding the most appropriate means of helping the students through their period of grief. If possible, arrange for a qualified counselor to be available to speak with them individually and/or in group sessions.

Make special arrangements for those participants closest to the participant who has died. This may involve moving the participant(s) to another room, arranging a phone call to parents for support, or other support. Identify a participant, staff member, or teacher who can assist with other participants while you are involved with formalities.

Where appropriate, involve the other participants in activities that will help them to deal psychologically with the death. They could write letters to the family or arrange a memorial service. It may also be possible to hold a tree planting ceremony at the site of the accident or the host university.

Prepare a detailed Incident Report as soon as possible. Send one copy to Otterbein

University and keep a copy for your records.

24. Student Suicide

Consult with appropriate local authorities regarding the death of the student.

Gather as much information regarding the circumstances of the suicide as possible and enter the information on the Incident Report form.

Contact Otterbein University Campus Police at (001) 614-823-1222 and provide them with the appropriate information regarding the circumstances of the suicide as designated on the Incident Report form. As soon as possible, file a complete written Incident Report either on-line or by fax.

CIEGE will contact EIIA and inform them of the suicide and the potential need for repatriation of the student's remains.

Contact the nearest American Consulate/Embassy (or the appropriate Embassy/Consulate in the case of a non-U.S. citizen participant) and inform them of the suicide and confirm with them the role that EIIA will play in the repatriation of the remains. They will probably need to have the information contained on the face page of the victim's passport. Obtain the name of the appropriate contact personnel at the Consulate/Embassy and relay this information to CIEGE. CIEGE will convey this information to EIIA.

Discuss the student's death with the other students participating in a program. Follow the advice of the Dean of Students and other campus representatives regarding the most appropriate means of helping the students through their period of grief.

Be particularly sensitive to the possibility of major depression and/or guilt feelings on the part of the fellow students closest to the suicide victim.

25. Death in the Family of a Student

If the student informs you of the death, be as supportive as possible to the student.

If you, rather than the student, are the first to be informed of the death, particularly if the death was sudden and unexpected, begin the discussion with a description of the accident or medical condition (fell down stairs, was hit by a car, heart attack, stroke, etc.) that happened to the family member. Indicate that the relative was taken to the hospital, if that is the case. If known, relate to the student the extent of the measures that were undertaken at the hospital. If the relative died before being taken to the hospital describe the measures taken by medical personnel at the site of the accident or medical emergency. Work up to a conclusion in which you inform the participant of the death of the family member.

Contact Otterbein Campus Police at (001) 614-823-1222 and provide them with the appropriate information regarding the death of the relative. Either by phone or e-mail, discuss with appropriate campus authorities (Dean of Students, Finance Office) the implications of the student's leaving the program in order to return home to be with family. These will differ depending upon the type of the overseas experience, the point in the experience the student must leave the program, and the duration of the period the student will be away from the program. In some instances, an incomplete grade may be a rational alternative. In the case of a short four-week experiential program, other arrangements may have to be discussed with campus authorities.

Discuss with the student the implications of the student's leaving the program in order to return home to be with family. These will differ depending upon the type of the overseas experience, the point in the experience the student must leave the program, and the duration of the period the student will be away from the program. In some instances, an incomplete grade may be a rational alternative. In the case of a short four-week experiential program, other arrangements may have to be discussed with campus authorities. If the student decides to fly home to be with family, indicate to the student the possibility of his/her obtaining a "compassion fare" flight home. If the student chooses to make use of this option, help the student to make the appropriate flight arrangements.

26. Participant Arrest for Commission of a Crime

On rare occasions, participants on education abroad programs have been arrested by host country authorities for the commission of a felony, such as assault, rape, or a drug-related offense, or a misdemeanor such as public drunkenness. If a faculty director is confronted with the arrest of one of his/her participants, he/she should take the following steps:

- ◆ Complete all appropriate information relevant to the arrest on the Incident Report. Contact Otterbein University Campus Police at (001)-614-823-1222 and provide them with the appropriate information regarding the arrest of the participant. Submit a written Incident Report at cmusick@otterbein.edu. Depending upon the nature and seriousness of the crime committed by the participant, Otterbein University's Public Relations Office should be immediately contacted to determine how the University will respond to any media inquiries regarding the arrest.
- ◆ CIEGE will contact EIIA and inform them of the participant's arrest and the need to identify appropriate counsel to represent the participant in future legal proceedings.
- ◆ If the participant has been arrested and detained within a reasonable commuting distance of the education abroad program, contact appropriate authorities and attempt to visit the participant. During your visit, indicate to the arrested participant that you are attempting to make arrangements to have him/her represented by legal counsel and that you will be contacting Otterbein University to

have the appropriate University representative contact his/her parents.

- ◆ Contact the nearest American Consulate/Embassy (or the appropriate Embassy/Consulate in the case of a non-U.S. citizen participant) and inform them of the arrest and where the participant is being held in custody. Also inform the Consulate/Embassy that you have contacted EIIA for help in identifying counsel for the accused participant. The Consulate/Embassy will probably need to have the information contained on the face page of the victim's passport. Obtain the name of the appropriate contact personnel at the Consulate/Embassy and relay this information to Otterbein's Campus Police Office, CIEGE, and EIIA.
- ◆ Inform other participants in the education abroad program that their fellow student has been arrested for the specified crime(s). Indicate to the participants the arrest does not necessarily equal guilt and indicate that you are in the process of working with EIIA to identify appropriate counsel for the accused student.
- ◆ If the education abroad program involves scheduled movement of the group to a city or location at a distance from the arrested participant's place of incarceration, attempt to insure that appropriate counsel has been identified prior to the group's leaving on the scheduled itinerary.

27. Political Emergency

When tense political situations develop, we recommend that the faculty director should take certain measures in order to diminish the risk of the group or the site location becoming an obvious target for dissident groups, anti-American demonstrations, or others who may oppose U.S. policy.

Establish and maintain contact with U.S. Consular services.

If possible, contact CIEGE by phone at (001) 614-823-3263 and indicate the nature of the political emergency. If it is impossible to contact Otterbein University by phone, attempt to establish contact with the University by e-mail at: cmusick@otterbein.edu.

Brief participants on the desirability of melding into the local culture, including speaking only the host country language in public and foregoing group "American" activities.

Direct participants to avoid public demonstrations that may be dangerous.

Be sure that you have emergency contact numbers for all participants and for key staff at the host university if the program is housed at a host university.

Inform CIEGE in the event of any direct contacts between the faculty director and the parents of the participants regarding the situation in the host country.

Inform CIEGE as soon as possible if it is determined that the danger to

participants is such that they must be evacuated from the host institution or if the standard itinerary for the group travel must be modified in order to ensure the safety of participants.

If the faculty director is unable to establish contact with the CIEGE or another office at the University and the political situation presents a serious threat to the health, safety, or welfare of participants, or the ability to conduct the educational program, the faculty director may need to consider suspension of the program and the need to evacuate students and faculty.

Criteria

The decision to suspend or cancel an Otterbein University off-campus program will be based on information gathered from:

- o the local coordinators at the host country institution, if applicable
 - o colleagues at other universities or institutions that have their programs at the same site,
 - o U.S. Embassy officials in the country, other officials from U.S. agencies,
 - o the appropriate U.S. State Department country Desk Officer(s)
- coupled with Otterbein University's own assessment of such events as (not in rank order):
- o a declaration of war involving the host country,
 - o terrorist activity in the program city,
 - o protracted or indefinite closure of the sponsoring agencies or institutions,
 - o disruption of public utilities and/or services,
 - o widespread civil unrest, violence, and/or rioting,
 - o a declaration of martial law in the program city,
 - o a travel warning and/or specific directive by the U.S. State Department and/or U.S. Embassy.

Procedures

If the students are on an organized excursion outside of the program city and there is a civil emergency, the faculty director in charge of the excursion will take the group to a secure hotel and will call Otterbein Campus Police for instructions.

If the students are traveling independently, an effort will be made to contact them according to the contact information and itineraries they have left with the faculty director. The students will be advised as to the proper course of action.

If the students are in the program city, the faculty director will gather the students at the student housing facility as soon as practical and will notify Otterbein Campus Police as each student is accounted for.

Upon determining in consultation with the appropriate Embassy authorities that travel out of the host country is both advisable and practicable, the faculty director will use the following procedures:

- 1) If an airport is open and flights are operating, the faculty director will arrange for air transportation of the group to either the U.S. or another destination as soon as the determination to evacuate has been made. In the event that the students cannot fly out as a group, they will depart as seats are available.
- 2) If the airport is not open or no flights are available, the faculty director, in consultation with the U.S. Embassy, will consider ground transportation to the closest international airport for air evacuation from that location.

28. Natural Disaster

Contact all participants to make sure that they are accounted for and safe. If a participant has been injured, arrange for a physician to attend to his or her physical injuries. Indicate that you will be making contact with Otterbein University as soon as all participants have been accounted for and that the University will make contact with their parents. Caution participants about the dangers of speculative communication (for example, raising unnecessary fears on the part of parents or giving them premature information that may later have to be corrected – especially concerning relocation options or plans) and advise them to wait until clear information is available before contacting home.

Contact the U.S. Consulate, Embassy, or other official government agencies and ask for advice and assistance. If the U.S. embassy is closed, find the location from which the Embassy is operating (i.e. another nation's embassy within the country, the U.S. Embassy in a neighboring country). Gather as much information as possible regarding unrest and possible danger to U.S. citizens, advice regarding minimizing danger to participants, and a probable impact of the availability of food, water, and medical supplies.

Begin writing a log. Update this log as the emergency progresses. If possible, e-mail the log to CIEGE periodically.

Contact Otterbein Campus Police and file an Incident Report to cmusick@otterbein.edu as soon as possible to indicate the status of participants on the program.

In the event of a serious threat to the health or safety or welfare of participants, or the ability to conduct the educational program, the faculty director may need to consider suspension of the program and the need to evacuate students and faculty.

Criteria

The decision to suspend or cancel an Otterbein University off-campus program will be based on information gathered from:

the local coordinators at the host institution,
colleagues at other universities or institutions that have programs at the same site,
U.S. Embassy officials in the country,
other officials from U.S. agencies, and/or
the appropriate U.S. State Department country Desk Officer(s)
coupled with Otterbein University's own assessment of such events as (not in rank order):

the occurrence of a major natural disaster including, but not limited to, earthquakes, tornadoes, hurricanes, floods, etc. with resultant protracted or indefinite closure of the sponsoring agencies or institutions, disruption of public utilities and/or services, widespread civil unrest, violence, and/or rioting, a declaration of martial law in the program city, and/or a travel warning and/or specific directive by the U.S. State Department and/or U.S. Embassy.

Procedures

If the students are on an organized excursion outside of the program city and there is a civil emergency, the faculty director in charge of the excursion will take the group to a secure hotel and will call Otterbein Campus Police for instructions.

If the students are traveling independently, an effort will be made to contact them according to the contact information and itineraries they have left with the faculty adviser. The students will be advised as to the proper course of action.

If the students are in the program city, the faculty director will gather the students of the student housing facility as soon as practical and will notify Otterbein Campus Police as each student is accounted for.

Upon determining in consultation with the appropriate Embassy authorities that travel out of the host country is both advisable and practicable, the faculty director will use the following procedures:

- 1) If an airport is open and flights are operating, the faculty director will arrange for air transportation of the group to either the U.S. or another destination as soon as the determination to evacuate has been made. In the event that the students cannot fly out as a group, they

will depart as seats are available.

- 2) If the airport is not open or no flights are available, the faculty director, in consultation with the U.S. Embassy, will consider ground transportation to the closest international airport for air evacuation from that location

29. Student Missing from an Education Abroad Program

On rare occasions, a participant may unaccountably fail to show up for scheduled program activities. Sometimes, this may be due to illness or simple forgetfulness. Alternately, the participant may have engaged in independent travel over a weekend and was unable to make appropriate transportation connections to return to the program on time. However, an unexplained absence from program activities may be an indicator of a more serious problem involving that participant. That is, the participant may be seriously ill, injured in an accident, or be the victim a serious crime. It is critical for the faculty director to determine as soon as possible whether the participant's absence is due to a minor condition that he/she has failed to report or whether the absence is a result of a more serious set of circumstances. The faculty director should follow the procedures outlined below in attempting to address this situation.

- ◆ Attempt to contact the student directly via his/her cell phone, if applicable.
- ◆ Although it might seem obvious, the next step after attempting to call the student's cell phone/room and being unable to contact him/her in that manner should be to speak with the missing participant's roommate, if there is one. If there is no roommate, it may be necessary to personally visit the missing student's room or home stay location to determine that the student is not incapacitated at that location.
- ◆ If your education abroad program is housed at a host institution, contact student services personnel at the host institution to determine whether or not they have had any contact from the missing student.
- ◆ Interview all other program participants to determine if they have any information regarding where the missing student might be or have gone. Emphasize to the participants that they must be honest regarding their knowledge of the whereabouts of the potentially missing student. Indicate that because you are unable to determine the whereabouts of the missing student, you will have to activate time-consuming and potentially expensive procedures in an effort to locate that missing participant.
- ◆ Work with the student services personnel at the host institution to contact local hospitals to determine whether the missing student has been taken to a hospital emergency room or been admitted to the hospital with injuries or an illness. Contact local police authorities to determine whether the participant has been a

victim of a crime or been arrested as the perpetrator of a crime.

- ◆ Contact Otterbein Campus Police as soon as possible to indicate that a participant on your program is missing. Provide all appropriate information on an Incident Report form. File a written copy of the Incident Report to cmusick@otterbein.edu.
- ◆ CIEGE will contact EIIA and inform them that an insured participant is missing from the program.
- ◆ Contact the nearest American Consulate/Embassy (or the appropriate Embassy/Consulate in the case of a non-U.S. citizen participant) and inform them of the fact that a participant on your education abroad program is missing. The Consulate/Embassy will probably need to have the information contained on the face page of the victim's passport. Obtain the name of the appropriate contact personnel at the Consulate/Embassy and relay this information to Otterbein's Campus Police Office, and CIEGE.
- ◆ If your group is involved in a scheduled excursion away from the host institution at the time that of the participant disappears, either the faculty director or his/her designated assistant will in all probability have to remain at the location of the disappearance while the faculty director or the designated assistant accompanies the rest of the education abroad participants on the remaining portions of the itinerary, including the return to the host institution/next site.
- ◆ Keep in periodic contact with CIEGE by phone or e-mail regarding the status of the search for the participant. In the case of a participant missing from a scheduled excursion, provide CIEGE with your location as faculty director as well as the arrangements made for the designated assistant to accompany the rest of the group on the remainder of their travel itinerary.
- ◆ Attempt to reassure other participants on the education abroad program that Otterbein University is doing all that it can to locate the missing participant.

30. Student Fails to Return from Scheduled Independent Travel

Students may be unavoidably detained while engaged in scheduled independent travel. The most common reason for delay is a missed train or plane connection or a flight delay or cancellation due to mechanical problems or weather conditions. Therefore, your first action should be to attempt to contact the student directly via his/her cell phone, if applicable. Although all participants will have been advised to contact the faculty director in the event of such delay, a variety of situations, including simple oversight on the part of the participant, may prevent the participant from making such contact. Consequently, it may be advisable to wait up to six hours prior to taking unusual measures to identify the location of the missing participant.

In order to aid in locating a participant in the event that the participant is incapacitated for some reason, each participant will carry two forms of emergency identification.

Each participant will have his/her EIIA personalized insurance card, which has the numbers for local doctors. In addition, participants have been advised to carry with them a card with the faculty director's telephone number and e-mail contact and a statement indicating that the faculty director should be contacted in the event of an emergency involving the participant.

The faculty director should follow the procedures outlined below in attempting to address this situation:

- ◆ Contact Otterbein Campus Police and/or CIEGE as soon as possible to indicate that a participant on your program is missing. Provide all appropriate information on an Incident Report form. CIEGE will contact EIIA and inform them that an insured participant is missing from the program. EIIA will need the information contained on the On Site Travel Form that the participant filed with the faculty director prior to embarking on his/her independent excursion, the information included on the Incident Report form, and the information contained on the face page of the participant's passport. CIEGE will determine what help EIIA may provide in locating the participant.
- ◆ Contact the American Consulate/Embassy (or the appropriate Embassy/Consulate in the case of a non-U.S. citizen participant) in the country or countries listed on the On Site Travel Form that the participant filed prior to embarking on his/her independent excursion. Inform them of the fact that a participant on your education abroad program is missing and provide them with the itinerary listed on the participant's On Site Travel Form. The Consulate/Embassy will probably need to have the information contained on the face page of the participant's passport.
- ◆ Obtain the name of the appropriate contact personnel at the Consulate/Embassy and be prepared to relay this information to Otterbein's Campus Police Office and CIEGE.
- ◆ Keep in periodic contact with the CIEGE regarding the status of the search for the participant.
- ◆ Attempt to reassure other participants on the education abroad program that Otterbein University is doing all that it can to locate the missing participant.

Travel - Leave Form

Name	Cell phone number, if applicable		
Destination			
Date & time of departure	Date & approximate time of return		
List other students who are going with you:			
(Director must be informed of any changes to your plans)			
Mode of Transportation - Roundtrip			
Train	Bus	Air	Rental Car

Independent Travel Information

Time of Departure			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from (name of airport, station, terminal)			
<i>*Connection Information if applicable:</i>			
Number of flight/train/bus		Airline/train/bus/carrier	
Departing from	time	Arriving to	time
Number of flight/train/bus		Airline/train/bus/carrier	
Departing from	time	Arriving to	time
(Director must be informed of any changes to your plans)			

Returning to the Site Information

Returning from:	Time of Departure:
Number of flight/train/bus:	Airline/train/bus carrier:
Departing from (name of airport, station, terminal):	
<i>*Connection Information if applicable:</i>	

OVER/

*Connection Information if applicable:			
Number of flight/train/bus		Airline/train/bus/carrier	
Departing from	time	Arriving at	time
Number of flight/train/bus		Airline/train/bus/carrier	
Departing from	time	Arriving at	time

Lodging

Name of hotel _____

Name of hotel _____

Address _____

Address _____

City & country _____

City & country _____

Phone number _____

Phone number _____

Students MUST complete the information in the shaded boxes surrounded in bold.

Students should complete as much of the remaining information as possible.

Student Signature

Date

Every student or group of students must turn this form in to the faculty director before travel or leaving for the evening.

Health and Medical Information

The purpose of this form is to help OTTERBEIN provide the best support for you during your study abroad experience. Mild physical or emotional conditions can be exacerbated by the possible stresses of life in another culture. It is important the program support staff abroad be aware of any medical conditions that could affect you while you are overseas. This information will be kept confidential. It will be shared only with overseas program staff, faculty and pertinent professionals on a need-to-know basis. This information will not affect your admission to the program. OTTERBEIN requests this information only to ensure that you can be given the appropriate care and support while you are overseas.

Name _____
Last First M.I.

1. Do you have any physical or psychiatric condition (i.e. emotional) that might possibly need treatment or attention while you are overseas? Please explain/comment.

2. Are you currently under a doctor's care? If yes, please explain the condition and treatment you are receiving, including medication. NOTE: Please take any prescription medications with you in the amounts appropriate for the length of stay. Prescription medications should be in the original package, clearly marked with the name of the medication. Please take a copy of the prescription as well.

3. Do you have any allergies? If yes, please list treatments and medications.

4. Do you have any disability for which you receive accommodations? If so, please ask the Office of Disability Services to contact IAS.

5. Do you have any conditions that would limit your ability to climb stairs, walk distances, carry luggage, etc.? Please explain/comment.

6. Are you on a restricted diet? If yes, please explain.

7. Is there any additional information concerning your health that CIEGE or the program staff should know about in order to provide you with the best support possible during your study abroad experience? Please use the back of this form if necessary.

It is highly recommended that you have a complete physical examination prior to leaving for your study abroad experience. Any significant results observed by the overseeing practitioner (doctor) should be communicated to CIEGE. For immunization information with respect to specific travel locations, visit the Center for Disease Control web-site (www.cdc.gov/travel).

I certify that all responses on this Health and Medical Information Form are true and complete. I will notify CIEGE or the program staff of any relevant changes in my health that may occur prior to the start of the program.

Student Signature: _____ **Date:** _____

LIMITED DURABLE POWER OF ATTORNEY FOR HEALTH CARE

To my Physicians and to any Medical Facility in whose care I may be, to any Individual who may become responsible for my health and welfare, and to any Court having jurisdiction over my person:

I, _____, being of sound mind, hereby make the following declaration of my carefully deliberated wishes and intentions with respect to my health care.

Should I become unable to communicate my instructions regarding my healthcare, I designate "**Full Name of faculty director**", Program Director of Otterbein University Education Abroad Program, holder of U. S. Passport No. "**Passport #**", or his/her designee, to act on my behalf, as my Attorney in Fact in matters related to my health care until such time as my next of kin may assume that responsibility on my behalf.

This Power of Attorney for Health Care Decisions shall not be affected by my subsequent disability or incapacity.

This Power of Attorney for Health Care Decisions shall not be affected by my subsequent disability or incapacity.

IN WITNESS, WHEREOF, I "**Name of Student**", have hereunto set my hand and seal, on this "**DATE**".

(Signature of Participant)

(Signature of Witness)

(Name of Participant: printed clearly)

(Name of Witness: printed clearly)

Witnessed on this date: _____

INCIDENT REPORT FORM

Send as attachment to e-mail to: cmusick@otterbein.edu
 or fax to CIEGE (614-823-1325) or Campus Police (614-823-1222)

Name of Program: _____

Name of Student Involved in Incident: _____ Date of Report: _____

Location of Incident:



- During Program Activity
- Independent Activity

Perpetrator Information:



- Perp Within Program
- Perp Outside Program

Perpetrator Name (if known):

Type of Incident:

Crime on Student



- Property
- Physical Assault
- Verbal Abuse
- Sexual Assault

Property loss
Damage or Theft

Victim of Student on Student
Crime

Student Perpetrator of Crime



- Victim Within Program
- Victim Outside Program

Name of Victim:

Student Arrested

Drug or Alcohol Offense



- At Program
- In Public

Accident



- Medical Attention Required

Illness

Suicide

Student Death

Other



- Evacuation of Program Site
- Terrorist Incident
- Incurable Student
- Please Specify:

Contact EIIA using contact information on card. Contacted Date: _____

Date Incident Occurred: _____ Approximate Time _____ AM PM

Place Incident Occurred: _____

City Incident Happened in: _____ Country Incident Happened in: _____

Describe Key Elements of the Incident in Several Sentences:

Local Authorities Contacted: (Enter detailed contact information on pages 3 or 4)

Host Institution Date _____ Time _____

Medical Date _____ Time _____

Local Police Date _____ Time _____

US Embassy Date _____ Time _____

Other (Please specify) Date _____ Time _____

Otterbein University Campus Police First Contacted:

Date: _____ Time: _____ AM PM (Local Time)

University Representative Filing Report _____

CONTACT:

Phone Number _____

E-Mail _____

Revised 06/19/2006

Medical Provider's Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

If Hospitalized:

Name of Hospital: _____

Room/Suite/Bed Number at Hospital: _____

Attending Physician at Hospital: _____

Contact Number at Hospital: _____

Fax Number: _____

If Deceased: Mortuary or Funeral Home receiving body: _____

Address: _____

Phone Number : _____

Fax Number: _____

Consulate/Embassy Contact:

Address: _____

Telephone Number: _____

Fax Number _____

Police Contact:

Address: _____

Telephone Number: _____

Fax Number: _____

Other Contact:

Address: _____

Telephone Number: _____

Fax Number: _____

Important OTTERBEIN Contact Numbers

Campus Police

Phone: 614.823.1222

Vice President of Student Affairs

Phone: 614.823.1250

CIEGE

Phone: 614.823.3263

Director Home: 614.962.0070

Student Health Services

Phone: (614) 823-1345

Vice President of Academic Affairs

Phone: 614.823.1501