

Santa Clara University  
Foreign Travel Policy and Protocol

### **Introduction**

Santa Clara University encourages students to travel outside of the United States for cultural and educational experience. Traveling to any foreign country has risks. Therefore, the health and safety of students is a primary concern when planning foreign travel. The following guidelines were developed to make participants more aware of risk issues and how proper pre-trip planning can minimize risks, keeping students out of harm's way. These guidelines apply primarily to foreign travel, other than that through established studies abroad programs. However, any traveler should be aware of the precautions mentioned below.

In general, student organization trips should be coordinated through the Center for Student Leadership, immersion trips through the Ignatian Center for Jesuit Education, and Residential Learning Community trips and faculty research trips through International Programs. In all cases, the International Programs Office is available for pre-trip consultation.

### **The GO-NO-GO Criteria**

The following criteria should be used in determining whether a trip will take place:

- ✓ US Department of State Travel Warning (A warning [not an advisory] triggers trip cancellation); or
- ✓ Obvious health or safety risk (CDC information); or
- ✓ Cancellation of program by another leading international education organization; or
- ✓ Advice of local contacts

Santa Clara University administration reserves the right to disapprove of a university-sanctioned trip if the trip is deemed unsafe, given any or all of these conditions.

### **SCU Trip Sponsor Responsibilities**

- An experienced faculty or staff member should accompany students on trips outside of the U.S. Alternatively a trip may be contracted through a reputable agency (AMOR Ministries, CRISPES, etc.). When a trip is contracted, agency personnel should meet the group at a pre-determined site (airport, border, etc.) and escort the group into the country.
- Inform and coordinate trip with Campus Safety Services.
- Inform International Programs, the Center for Student Leadership or the Arrupe Center about the trip.
- Become knowledgeable about safety conditions at the site, monitor the local environment and provide safety updates to trip participants.
- Provide safety information to prospective applicants so that they can make informed decisions concerning participation.

- Provide or arrange for pre-departure and in-country orientation for participants in order to familiarize them with the country, location of activities and other pertinent information. Culinary and cultural differences should be discussed, as well as local customs, religious observances, etc.
- Identify pre-trip documentation that will be needed (passport, informed consent waivers, vaccinations, medical treatment authorization and insurance coverage).
- A sample Informed Consent form can be found at:  
<http://www.scu.edu/csl/about/upload/Participant%20Agreement%20Form%202006.doc>.
- It is suggested that a photocopy of a passport be made so that the photocopy is carried by the traveler instead of the original. The original should be placed in a safe location, such as a hotel safe. Make information available to participants concerning health and travel insurance.
- Distribute the Santa Clara University Student Code of Conduct to trip participants.
- Make formal arrangements with on-site service providers (transportation, lodging, etc.) to assure compliance with local insurance, health and safety codes. The sponsor must ensure that any method of transportation is safe and must contract only with reputable firms providing transportation.
- Collect two copies of each participant's emergency contact card. Distribute one complete set of cards to Campus Safety Services prior to departure, along with a copy of the trip itinerary. (A sample emergency contact form is available at:  
<http://www.scu.edu/csl/about/upload/Participant%20Agreement%20Form%202006.doc>.)
- Medical information including drug allergies, medications, home physician information, and health insurance information should be given to on-site director if requested.
- The trip sponsor should complete and submit his or her own emergency contact card to be included in the packet submitted to Campus Safety Services, if the sponsor is traveling with the group.
- Ensure that telephone communication is available and easily accessible. The trip sponsor should consider taking phone cards for long distance calls back to campus, if necessary. There should be an easy way for the sponsor to contact someone at SCU and vice versa.
- The trip sponsor should clarify with Campus Safety Services how he or she should be contacted in the event of a call from parents wanting to contact their student.
- Serve as the emergency contact for the On-Site program coordinator.

### **On-Site Program Coordinator Responsibilities:**

- Once on-site, conduct a briefing on facilities and evacuation plan, including fire escape routes and assembly points.
- Provide phone numbers for local assistance, including day and after-hours contact information for key personnel and the U.S. consulate/embassy.
- Contact the local US embassy/consulate and notify them of the group's presence in the area.
- Monitor the local environment and provide safety updates to trip participants.
- Take appropriate actions in the event of a serious deterioration of the local safety environment and assist participants should a serious safety issue occur.
- Identify appropriate medical, legal, psychological or other professional assistance for participants as may become necessary during a program.
- Identify a trusted local travel agency or other means of transport in the event students need to be evacuated.
- In the event of an emergency involving an SCU student, faculty or staff member, contact the SCU Trip Sponsor or SCU Campus Safety Services (408) 554-4441.

### **Santa Clara University Student Participant Responsibilities**

- Attend pre-departure health and safety orientation conducted by trip sponsor.
- Read and carefully evaluate all materials issued by the trip sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions at the site.
- Purchase and maintain appropriate insurance policies if not included in program and abide by the conditions imposed by the carriers of such policies.
- Complete student academic and student conduct release of information.
- Complete and submit an emergency contact card to trip sponsor.
- Abide by the Santa Clara University Student Code of Conduct distributed by the trip sponsor.
- Make personal decisions and conduct one's private life in an intelligent fashion, paying particular attention to local conditions as outlined by the trip sponsor and as observed by the participant.
- Assume responsibility for the consequences of one's own decisions and actions.

*Recommended to the Provost on 1/15/04 by Harry Fong, Helen Moritz, Barbara Colyer and Jeanne Rosenberger.*

*Reviewed by the University Coordinating Committee and approved by the Provost on 04.13.04.*