

Sample Site Assessment Protocol and Questions for Local University/Provider

- a. Research (website, State Dept, ISOS, OSAC, etc.)
 - i. Health risks and resources
 - ii. Crime activity – type and location
 - iii. Natural disasters and emergency protocols
 - iv. University/provider resources – housing, health services, and student support, emergency protocols, etc.
 - v. Student evaluations
 - vi. Other universities in U.S. and their assessment
 - vii. News sites
- b. Questionnaire or Survey of university or provider
 - i. Overview of services, contacts, resources, documentation of students, local risks
 - ii. Scenario questions for university or provider to assess how they would handle different types of emergencies such as mental health crisis, medical emergency, victim of crime, natural disaster, security situation on or near campus and a threat to students (e.g. violent demonstration, armed gunman, etc.). * See example below.
 - iii. Review on-site student orientation materials
 - iv. Decision making protocols in the event that a threat warrants evacuation of an individual or group
- c. In person visit
 - i. Key personnel (health services, security services)
 - ii. Review housing
 - iii. Review security protocols
 - iv. Review local transportation
 - v. Visit any program excursions
 - vi. Discuss protocols for how to handle emergencies mentioned above
 - vii. Review on-site student orientation
- d. U.S. University board or committee review, assessment of risk mitigation, and make decision
- e. Prepare pre-departure orientation for faculty and for students
 - i. Faculty pre-departure orientation
 1. Insurance information and protocols
 2. Emergency contacts at US university and local university/provider
 3. Local resources for health and security
 4. Communication protocols (e.g. cell phones, addresses of students, meeting place in case communication lines are down)
 5. Prepare scenarios for different types of emergencies
 6. Risk factors and mitigation strategies
 - ii. Student pre-departure orientation
 1. Country/culture overview
 2. Enroll in STEP program (US State Department)
 3. Packing and documentation
 4. Insurance information and protocols
 5. Create an Individual Emergency Action Plan which lists key contacts, carry with you
 - a. Emergency contacts at US university and local university/provider
 - b. Local resources for health and security
 6. Communication protocols (e.g. cell phones, local contacts, meeting place in case communication lines are down)
 7. Transportation safety (e.g. taxis, bus, metro, etc.)
 8. Safety with money, ATM's and valuables, how to avoid skimming
 9. Trouble spots – places to avoid
 10. Travel in groups, avoid going out late at night, etc.

11. Safety in accommodations – homestay, hotels, hostels, etc.
 12. Health safety (e.g. vaccinations, risks of disease, food-borne illnesses, altitude sickness, smog, medication, mental health, water safety, etc.)
 13. Avoid protests and demonstrations
 14. What to do in the event of an emergency
 15. Local laws
- f. On-going review of location and university/provider
- i. Review updates to US State Department Travel Warning, security information, news sites, etc.
 - ii. Review student evaluations of the program
 - iii. Regular in-person site visits
 - iv. Process for unexpected events

***Example of scenario question for university/provider:**

In order for the University of XXX to approve student activity at your international location we ask that you please provide detailed information about your institution's emergency response plan – decisions and actions in the (5) scenarios listed below. Please provide information about the structure and resources available to respond to the situations described:

- a. An international student studying at your institution is experiencing a mental health crisis. What resources are available for this student? What action is taken? By whom?
- b. An international student studying at your institution has a serious medical/health emergency. What resources are available for this student? What action is taken? By whom?
- c. An international student studying at your institution is the victim of crime (e.g. pickpocketing, theft, burglary, assault, sexual assault). What resources are available for this student? What action is taken? By whom?
- d. An earthquake (or other destructive natural disaster) strikes on or nearby your campus. The infrastructure and activities on campus are significantly disrupted. What resources are available for the international students? What action is taken? By whom?
- e. A security situation – which poses a direct threat to students – is identified on your campus (e.g. violent demonstration, armed gunman on campus, etc.). What resources are available for the international students? What action is taken? By whom?

How are student incidents documented at your institution? What protocol is in place to communicate a student incident to our institution in a timely and accurate manner?

The University of XXX is committed to fostering relationships with exchange and affiliate partners with whom we have sincere trust and support. In the event that the University of XXX identifies a threat to our students in an international location and decides that this threat warrants an evacuation of students to the United States – will your institution support our decision? In an instance such as this, is your institution prepared to provide assistance and resources to achieve University of XXX evacuation objectives?