



Responsibilities of Group Leaders and Emergency Notification Procedures For Non-Credit International Experiences

Florida State University recognizes that international experiences of various kinds have the potential to enhance students' academic, social, and cultural development. Florida State University recognizes that the FSU Faculty, Staff, or Student Leader (hereafter group leader) is responsible for the safety and security of participants and for ensuring that all student travelers are aware of and comply with FSU's Student Code of Conduct and with FSU's [Student Travel Policy](#)

The Center for Global Engagement's role is to process the required forms and proof of insurance for entry into the International Experience Database. CGE does not provide pre-departure orientation or risk assessment as this is the responsibility of the group leader as outlined below.

OVERVIEW OF EXPECTATIONS & RESPONSIBILITIES OF GROUP LEADER

Pre-departure

The group /student leader traveling with the group is responsible for completing the following mandatory steps to ensure the group is in compliance with FSU's student travel policy.

1. CHECK the U.S. State Department's Travel Advisory for intended country/locations of travel. In case of travel Level 3 country or region, the group leader must submit an [Exemption to Travel](#) request *at least two months prior to departure*. No travel is permitted to Level 4 countries or regions.
2. SUBMIT the following to internationalexperience@fsu.edu to be entered into the International Experience Database, *at least two weeks prior to departure*:
 - [Student International Experience Plan](#) (SIEP) for group experiences;
 - [Roster](#) of group participants;
 - [Student waivers](#) for all participants;
 - Proof of insurance for all participants (FSU Health Insurance or CISI).
3. ENSURE each student has registered his/her travel with the with U.S. Department of State [Smart Traveler Enrollment Program](#) (STEP)
4. VERIFY each student has a valid passport and visa (if required). The country's foreign entry requirements should be reviewed to determine how long a passport must be valid to avoid a participant being turned back at the border. Ensure the passport is valid for at least six months prior to the end date of the international experience.
5. MONITOR the CDC and US Department of State website to verify it is safe to travel to the country and verify students have the required vaccinations. Monitor any potentially risky situations.

Student Orientation (Required prior to travel)

The group leader traveling with the group is responsible for preparing students for the experience. At minimum, the orientation must include the following:

- Overview of culture and appropriate behavior.
- Review expectation for group travel to and from the program location. *If the program will allow independent travel to and from the program location or during weekends, students must be notified that they must complete an individual Student International Experience Plan (SIEP) for*



the independent travel component of the program. The group leader must monitor student completion and notify CGE which students will be completing independent SIEP forms in addition to the group SIEP form.

- Overview of program rules and students' responsibility to follow [FSU's Student Conduct Code](#) and to follow the instructions provided by the group leader.
- Review of Student Waiver, which details student's responsibilities and consent for their participation in the non-credit program to be terminated for failure to maintain program rules as laid out by the leader and/or violation of FSU Student Conduct Code.
- Safety and security briefing for travel location(s).
- Emergency contact information for the US Embassy and for FSU and procedures for handling emergencies such as crime, accidents, natural disaster, political unrest, and arrest.
- Overview of meeting points in case the group is separated at the program site.

NOTE: The group leader must keep attendance records to ensure students complete the orientation.

EMERGENCY NOTIFICATION PROCEDURES

During the Program

The group leader serves as the liaison between the FSU group, Florida State University, and host institution or organization (if applicable).

- The group leader and all FSU student participants must carry emergency contact information throughout the program.
- The group leader is responsible for the safety and security of the Florida State participants at all times and must ensure each participant knows what to do in an emergency. The group leader may place reasonable restrictions on travel to areas deemed unsafe or similar restrictions on means of travel, specific destinations, or activities undertaken by students both during planned activities and during free time. Students who fail to follow the instructions of the group leader are subject to immediate return to Tallahassee at their own expense and/or disciplinary action by Florida State University.
- Group leaders must ensure that no participants travel to any areas in the country designated a Level 4 (Do Not Travel) by the State Department Travel Advisory system.

In case of an international incident in a program or transit location

In the event a natural disaster, terrorist attack or other internationally-reportable incident occurs in a program or transit location at any time during the program:

- The group leader must take whatever measures and action considered reasonably necessary and warranted under the circumstances to protect, safeguard, and minimize exposure to harm.
- The group leader must contact their sponsoring Department or Program Coordinator ***and*** internationalexperiences@fsu.edu as soon as possible to provide an update regardless of whether any participants were affected by the incident. The sponsoring Department or Program Coordinator is responsible for notifying the College Dean, Dean of Students Office, or FSU Police as appropriate.

In case of accident, illness, injury, and/or medical emergency

- Take whatever measures and action considered reasonably necessary and warranted under the circumstances to protect, safeguard, and minimize further injury to the students' health and



safety, including placing a student in a hospital within or outside the United States for medical services and treatment, or, if no hospital is readily available, to place a student in the care of a local physician for treatment. Accompany a student when medical attention is needed and involve the student's emergency contact before any major medical decisions are made. Ensure that an English-speaking interpreter is made available to the student if necessary. Also, ensure that a responsible person is placed in charge of other participants to escort them to a safe place, such as a hotel, university campus, or public meeting place, when an emergency requires the group leader to become separated from the group.

- Make contact immediately with the student's insurance provider and emergency contact to ensure that they are involved in any medical decisions.
- The group leader must contact the sponsoring Department or Program Coordinator ***and*** internationalexperiences@fsu.edu as soon as possible. The sponsoring Department or Program Coordinator is responsible for notifying the College Dean, Dean of Students Office, or FSU Police as appropriate.
- The group leader should also contact the U.S. Embassy for guidance if appropriate.
- Any and all expenses incurred in rendering these services, whether placing the student in the hospital, in the care of a physician, or transporting back to the United States by commercial airline or otherwise, will be a debt and liability the student is responsible for.

In case of sexual assault

- Contact the U.S. Embassy for guidance and support before notifying local authorities and the host institution. The U.S. Embassy can provide guidance on local reporting requirements and privacy laws and how these may affect the reporting of the incident to FSU.
- Accompany a student when medical attention is needed and involve the student's emergency contact before any major medical decisions are made. Ensure that an English-speaking interpreter is made available to the student if necessary.
- Notify the Florida State University Police 850-644-1234. The Florida State University Police will then notify the Vice President for Student Affairs and the Dean of Students Office will provide support for student upon return to Tallahassee.

In case of death

- In the event of the death of a student, the group leader should immediately notify the Florida State University Police at 850-644-1234.
- The Florida State University Police will then notify the Vice President of Student Affairs so that the family can be notified as per FSU procedure.

Terminating student participation

- A student's participation in the international group experience can be terminated for failure to maintain University rules, regulations, instructions, and standards of conduct and behavior or for any actions considered to be incompatible with the interest, harmony, comfort, and welfare of other students, faculty, University employees, or nationals of the host country. In the event a student's participation in the international group experience is terminated before the end of the regularly scheduled experience because of a violation on the student's part of one or more of said University rules, regulations, instructions, and/or standards of conduct and behavior, the student has consented to being sent home at his or her own expense with no refund of fees.