



## **Safety and Security Policy International Studies Abroad Programs**

The University of San Diego, in an effort to take all reasonable precautions to ensure the safest possible environment in which students will have the freedom to study, has implemented the following three-part Safety and Security Policy for all International Studies Abroad programs affiliated with the University:

### **I. Communication**

- A. All USD students abroad will have twenty-four hour access to telephone communication as well as daily access to internet and email services while abroad.
- B. During the regular program office hours (8:30am-5:00pm PST), USD students should use the phone number or email address of the International Studies Abroad Office (619.260.4598, [internationalstudies@san Diego.edu](mailto:internationalstudies@san Diego.edu)), for communication purposes. The email and voice mail boxes are reviewed twice daily.
- C. In case of an extreme emergency, when direct communication is impossible, students and their families may relay messages, obtain emergency information, and contact USD administration as well as administrators abroad by calling the 24-hour USD public safety emergency hotline at (619) 260-2222. The International Studies Abroad office will provide this number to all USD students intending to study abroad.
- D. The USD Public Safety Office has a complete list of emergency contacts both in San Diego and abroad for all programs which is updated every semester.

### **II. Precautions and Procedures**

In order for an affiliation with USD to take place, the following list of precautions and procedures must be true of the host institution:

- A. A check out list is provided for students in all residence halls (if applicable) in the event of an emergency to be assured of the location of all USD students.
- B. All USD students must be housed in program-sponsored housing and will not be permitted to arrange independent housing while participating in the affiliated program.
- C. A prepared and organized method of communication abroad is demonstrated.
- D. A list of phone numbers, fax numbers and all other available contact information for local, on-site authorities abroad will be provided for USD staff in San Diego and USD students abroad.

- E. All USD students are given local police emergency contact information as well as that of an on-site administrator, preferably a cell phone number. These numbers may only be used in the case of an emergency.
- F. All students and programs abroad will be required to register with the United States Embassy.
- G. A low profile is maintained by eliminating the use of flags, banners or other indicators of a connection with a U.S. institution. Transportation used for group transportation bear no American markings of any kind.

### III. U.S. State Department

The USD International Studies Abroad Administration is registered with an automatic notification system maintained by The US State Department.

USD will comply with the declarations of the US State Department regarding students abroad. If a “warning” is issued for travel to any city where a USD affiliate is located, students will not be allowed to study at that location under the auspices of the USD International Studies Abroad Program. (Please note: a “caution” declaration is common and should not cause serious alarm. Students and parents should, however, pay close attention to all declarations related to the “caution”). In case of a “warning,” all applicable refunds will be granted or students may choose to study at a different location (providing space and availability). Students and families may monitor the US State Department announcements by visiting the website at: [www.travel.state.gov](http://www.travel.state.gov) and following the instructions provided.

### IV. Emergency Assistance, Repatriation and/or Evacuation

In the event a student requires emergency assistance including repatriation or evacuation, the USD Director of Risk Management, Barbara Schatzer (619 260-7677) will work directly with the Director of International Studies Abroad and the Associate Provost for Internationalization, the student and his/her family, and the insurance carrier to facilitate the necessary arrangements.