

SOP Number **Version: 3.0**SOP Title **Plan for emergency response during travel with student groups**

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## 1. PURPOSE`

The purpose of this procedure is to assist trip faculty and Emory School of Nursing to plan ahead to minimize the occurrence and severity of an emergency incident and to be prepared to respond appropriately in the event of a serious emergency during one of LCC's alternate break or immersion trips.

This document also lays out the roles, responsibilities, and procedures that will guide the Nell Hodgson Woodruff School of Nursing (NHWSN) and the Lillian Carter Center for Global Health and Social Responsibility (LCC) during a crisis situation that involves Emory nursing faculty, staff students, alumni, partner organizations and volunteers.

## 2. INTRODUCTION

In the unlikely event of a serious emergency or disaster while traveling with students, faculty must respond appropriately, both to physical injury, but also to provide psychological first aid. This SOP reviews the steps for faculty to take in the event of such emergencies or disasters. LCC has developed procedures and precautions to help prevent emergencies from occurring and to help minimize the impact of the emergency and maximize the response.

Equally important is the support to the onsite faculty and response from Emory School of Nursing and Emory University. This document indicates the communication chain and appropriate actions for the School. It is also important to note that Emory University's Office of Global Strategy and Initiatives (GSI) is in the process of preparing guidance on "*Critical International Situations*", which they define as *a circumstance in a country, region, area, or city outside of the United States that rises out of a political, military, public health, natural disaster, or other occurrence and that poses a greater level of risk or danger to travelers than is typically encountered in travel to that country or region*. If a country, region, area, or city is (a) subject to a State Department Travel Warning; (b) under an Office of Foreign Assets Control (OFAC) trade or economic embargo; or (c) ranked "Extreme" on the International SOS (ISOS) risk ratings for either medical or travel, or subject to a similar ISOS risk advisory it shall be considered to be subject to a *Critical International Situation* for purposes of this definition. Travel to a destination that is subject to a *Critical International Situation* is not permitted for undergraduate students and, at the applicable dean's discretion, may not be permitted for graduate or professional students.

This SOP includes the possibility of a *Critical International Situation*, but goes far beyond this definition to include more likely emergency situations (see below under definitions).

The goals and objectives are to ensure that the NHWSN:

- Is authentic
- Communicates facts about crisis situations as quickly as possible
- Provides ongoing updates about this situation to key constituents and media
- Protects NHWSN's reputation as an organization that cares for its faculty, staff students, alumni, partner organizations and volunteers.

### 3. SCOPE

This SOP includes faculty and students who are on Emory related group travel who are involved in a serious accident or disaster, as well as the administrative staff within the LCC, communications personnel, the Dean's office, and Emory University officials.

Such situations might include, but are not limited to:

- a. Injury, illness, or death of a student or the program leader.
- b. Emotional or psychological stress that makes it difficult for the student to continue in the program.
- c. Being the victim of a crime or being accused of committing a crime.
- d. A situation in-country that causes serious concern (political, economic, natural disaster).
- e. A travel interruption that interferes with students returning to the U.S. as scheduled.
- f. Or any other circumstance that leads the program leader to question students' program participation.

### 4. DEFINITIONS

*Emergencies, disasters.* This could include, but is not limited to, emergencies such as bus or pedestrian injuries, climate or environmental disasters, kidnappings, terrorist attacks, airline crashes, epidemic illness, crimes, or others.

*Minor or routine emergencies.* These tend to be the most common while students are abroad and can include such things as pick-pocketing or petty theft (purse/wallet/phone), lost passport, minor illness or injury (e.g. cold, flu, sprain, broken arm, toothache, etc.), family emergency back home (e.g. family member illness), consequence of alcohol use, power failure, delayed flights and transportation.

*Major emergencies.* These are more severe than minor (routine) emergencies, but typically happen less frequently. They include things like natural disaster (hurricane, earthquake, fire, flood, etc.), major sickness or injury (car accident, epidemics, death, etc.), assault or rape, missing person, arrest, hostage situation, socio-political (riot, military coup, terrorist attack), behavior of the faculty or students that causes or threatens harm to themselves or others.

*Political upheaval and terrorism* are some of the events the U.S. State Department considers to be serious emergencies or crises. When they occur, a task force is set up in Washington D.C. to deal with the situation and provide assistance to U.S. citizens abroad.

*Activate an emergency response.* This phrase includes notifying the appropriate local authorities wherever faculty and students are to send emergency personnel and ambulance if necessary. These steps are outlined in the specific procedures below.

*Provide Psychological First Aid.* This phrase includes the steps that are outlined in the specific procedures below.

## 5. RESPONSIBILITIES

### Faculty On-Site

If faculty and students are involved in an incident which requires an emergency response, the faculty lead with the assistance of other trip faculty is responsible for activating the emergency response and ensuring the provision of psychological first aid to those affected. The faculty should be ready to provide the following information:

- a. WHAT happened and where?
- b. WHEN did this happen?
- c. WHO is involved?
- d. HOW did it happen?
- e. WHAT is currently being done?
- f. WHAT is the physical and emotional status of students and faculty?
- g. WHAT, if any, assistance is needed at this point?

If there is more than one faculty on the trip, the second faculty assumes the responsibility of providing for the safety and psychological first aid to those students who are not injured or ill, while the first faculty manages the overall situation.

In the event that the lead faculty is incapacitated by the incident, the second faculty assumes the lead role in the emergency response.

If there is no second faculty, a student member of the team who is not incapacitated is delegated to assume that role until a faculty member can take charge. Each faculty lead should identify a student who would assume that role, and verify the student's agreement to assume the role if necessary. This assignment **should become a routine part** of preparation of every student trip. Thus the student designee and all faculty should read and be aware of this SOP prior to departure on any group trip.

Faculty are also responsible for onsite communication with the local program or NGO, the participating students, police, healthcare, or other emergency personnel.

### Students

Students should follow all instructions from their faculty lead(s) and assist as much as possible. One student will be named as a back-up for the faculty in case of emergencies, so other students should also follow the instructions from that student.

During the emergency, students should adhere to communication instructions from faculty who will request that students refrain from using social media (either print or pictures), but should be encouraged to contact their immediate family members. However, a panicked telephone call or email message may heighten emotions at home and impair reason. You can and should discuss with students the absolute necessity of communicating in a way that prevents undue panic. The principle ingredient in their response will be you. You must maintain a level head and assume a forceful but reasonable manner.

**LCC**

All faculty participating in trips should ideally have the availability of phone contact at all times with the LCC Administrative Director (Kathy Kite), who will keep her mobile phone with her at all times during the trips. However, LCC realizes that these trips often involve venture into remote sites where phone service may be limited. At this time, we are not recommending that faculty carry satellite phones, but to be aware of contacting the LCC Administrative Director as soon as possible when phone service is available in case of an emergency. LCC covers the cost to faculty and encourages them to have an international plan on their cell phone during the trip.

The LCC Administrative Director will be responsible for initiating action needed to support the on-site faculty. The LCC Administrative Director will immediately notify the Dean, LCC Director, and the Associate Dean of Enrollment and Communications.

If needed, LCC will also notify Emory's Office of Global Strategy and Initiatives (GSI) and The Office of Critical Event Preparedness and Response (CEPAR) which serves as the center for Emory enterprise-wide planning for and coordinated response to catastrophic events affecting Emory and the broader community.

**NHWSN**

The school of nursing (SON) is responsible for support of faculty during and after the event. SON is also responsible for communications with parents, school-wide faculty/students/staff, the Emory community, and outside the University in collaboration with GSI and CEPAR. The SON will mobilize any necessary support personnel to travel to assist at the site.

**Emory's Office of Global Strategy and Initiatives (GSI) and The Office of Critical Event Preparedness and Response (CEPAR)**

If warranted by the situation, the above entities at Emory University will be contacted and involved in the planned assistance.

**6. SPECIFIC PROCEDURES****Pre-trip Prevention****a. Emergency contact information:**

- I. The first step in crisis management is being prepared before a crisis occurs. LCC will provide site faculty and student leader with a pocket-sized emergency card containing important phone numbers and contact information of the in-country program point of contact, LCC Administrative Director (faculty card only), ISOS insurance company, your lodging (where feasible), a travel agent or contact regarding travel arrangements (faculty card only), emergency reporting phone number for their country, U.S. Embassy/consulate and a small first aid kit if requested by faculty.

- II. LCC will provide site faculty with copies of students' Emergency Contact forms (Appendix A), students' passports, and Health History forms (Appendix B) to take with you on site.
- b. **Safe local transportation.** LCC will ensure that all local transportation is arranged ahead of time and has appropriate insurance coverage.
- c. **Rapid communication plan.** Site faculty should develop a rapid communication system to reach students once on site (email, cell phones, etc.) and establish a phone tree.
- d. **Post-exposure prophylaxis for blood exposures.** LCC provides antiretroviral medications and guidelines for their use for faculty and students who may be exposed to blood from sharps or mucous membrane splashes. This kit is provided to the lead faculty for each trip.
- e. **Student information and education:**
  - I. **Specific pre-trip seminars.** LCC and site faculty will provide students with site-specific information about potential health and safety dangers during the course seminars that occur prior to the trip. Students are given resources, including the CDC website link, ISOS link, and US Central Intelligence Agency World Fact Book link. – **Student code of conduct packet includes link to State Department and ISOS – not CDC or World Fact Book.**
  - II. **Emory University pre-departure training.** Students are required to review the Emory University pre-departure training prior to departure. This is a course requirement listed in the syllabus.
  - III. **LCC pre-trip preparation.** LCC distributes trip preparation requirements to all students (Appendix C) that include the need for and information about how to register with the US Department of State and ISOS, and that students are advised to make an appointment at the Emory Travel Well Clinic or with their healthcare provider to receive individual counselling and necessary immunization. Students are advised that if their health insurance provider is not Emory University, they would need to make arrangements according to their provider's network.
  - IV. **Zika.** Since the trips involve travel to Zika epidemic areas, students are informed of the current CDC guidelines that recommend against travel to these areas for pregnant women and their partners (Appendix D).
  - V. **Code of Conduct.** Lack of cultural sensitivity and understanding of cultural and legal norms in foreign countries can result in injury, sickness, and crime, as well as reflecting poorly on Emory University. Prior to departure, students must sign a form indicating their agreement to adhere to the code of conduct (Appendix E).
  - VI. **Other forms.** Students and faculty are also asked to sign legal waivers, recognizing the inherent risks of travel abroad (Appendices G, H, and I).
- f. **Access to emergency funds.** Faculty should have multiple methods of accessing funds (Emory and personal credit cards, ATM, travellers checks, wire transfer, etc.). It is recommended that each faculty and student carry their passport, credit card, and carry some cash at all times.

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- g. **ISOS insurance.** LCC is familiar with the international health insurance policy through ISOS and will know how to access medical assistance or evacuation, how to file claims, and which conditions are excluded. This information is also included in the Emory University Pre-departure Training. These doctors know the ISOS system and all speak English. This list can be printed from the ISOS website.
- h. **Tracking of students and faculty.** Since student and faculty travel will be arranged through the Emory travel system, all faculty and students will be registered which will make a student's presence and whereabouts known should it be necessary to contact them in an emergency. Although they are automatically registered, LCC asks students to go to the ISOS website and register because this registration contains much more detailed information.
- i. **Non US citizen students.** LCC will inform site faculty of which students are not U.S. citizens and their home embassy or consulate's contact information.

**Upon arrival in the host country:**

- I. Remind students of emergency procedures during the initial orientation session.
- II. During this session, you should introduce students to their surroundings and remind them to always let someone know where they are and not to go out alone.
- III. Students should be made aware of a meeting point so that they know immediately where to go during an emergency if they are separated from their group. The primary meeting spot should be your hotel or accommodations. If students are spread out, then select a spot that everyone can easily get to. If people cannot get to their hotel or accommodations location, then the secondary meeting spot should be a location that you have already designated.
- IV. Let students know which student will take over in the event that the program leader becomes incapacitated or separated from the group to attend to a student in need.
- V. Review the following safety guidelines:
  - i. Note the direction of the cars and remind students that not all countries yield to pedestrians.
  - ii. Use the buddy system (3+) when they have free time. Be sure that students ALWAYS tell you where they will be and what time they are expected to return.
  - iii. NEVER get in a car with someone they do not know or be alone in a hotel room.
  - iv. If lost, tell them to only ask directions from someone in authority. Tell them to look confident like they know where they are going. If they are followed, they should get to a populated area and call for help.
  - v. If threatened, tell them to attract attention, try to get away, and call for help. If someone demands your money, just hand it over.

- vi. Beware of pickpockets in large crowds and on public transportation. Often, thieves will have accomplices who will jostle you, ask for directions, point to something on your clothes, or distract you by creating a disturbance.
- vii. Avoid large crowds and gatherings (i.e., demonstrations).
- viii. Do not tell strangers where you are staying.
- ix. Know how to recognize law enforcement and review important host country laws pertaining to alcohol, drugs, dress, appropriate behavior in public, etc. Penalties may be significantly stricter than in the United States.

**During the emergency**

- a. Activate the emergency response plan:
  - I. Assess the number of injured and the degree of injury. How serious is the emergency? Do you need to administer any first aid immediately? Is one student involved or multiple? Do you need to call an ambulance? Police? Consulate? What steps must be taken to secure the environment?
  - II. Call the local emergency response system, and provide the exact location of the incident.
  - III. Care for the injured until emergency response assistance appears. This may require an immediate need for evacuation from the area. Administer any first aid to the extent possible.
  - IV. Make reasonable efforts to secure students and the environment and remove student(s) from any immediate danger if possible. Direct all who are able to move to a safe place and remain calm.
- b. If anyone is injured, get the following information as soon as possible:
  - I. Where is the victim?
  - II. What medical treatment has victim received?
  - III. Who is the attending physician (if any)?
  - IV. Does the attending physician speak English? Is an interpreter required?
  - V. What is the diagnosis?
  - VI. What is the prescribed treatment?
  - VII. What is the prognosis?
  - VIII. Is airlift a desirable and/or viable option?
- c. Notify the LCC Administrative Director (Kathy Kite) at the School of Nursing as soon as possible. Be prepared to provide the following:



- I. Names of affected students and faculty
  - II. Brief description of accident, injuries, and/or emergency
  - III. Status of any victims
  - IV. Status of other students/staff
  - V. Location of caller
  - VI. Location of accident or emergency. If disaster or other unrest, how close is it to faculty and students?
  - VII. Phone or email where the caller is located
  - VIII. Has rescue squad, local law enforcement, U.S. Embassy/Consulate been called?
  - IX. What is the advice of the rescue squad, local law enforcement, U.S. Embassy/Consulate?
  - X. Any information released to media thus far?
  - XI. What impact, if any, did the emergency have on availability of food, water, shelter and medical supplies?
  - XII. What was the target of unrest, if the event was political? What is the intensity of the emergency?
  - XIII. Are there military or emergency personnel at the site of emergency?
  - XIV. Is continuation of the program possible?
- d. Provide psychological first aid:
- I. When the group is first faced with disaster, intense emotions are often present and appropriate. They are a result of intense fear, uncertainty, and apprehension. See appendix J for steps to use in providing psychological first aid.
- e. Deal with communication issues:
- I. Once the immediate action has been taken, faculty should request that students refrain from using social media (either print or pictures), but should be encouraged to contact their immediate family members. However, a panicked telephone call or email message may heighten emotions at home and impair reason. You can and should discuss with students the absolute necessity of communicating in a way that prevents undue panic. The principle ingredient in their response will be you. You must maintain a level head and assume a forceful but reasonable manner.
  - II. If appropriate, faculty may contact students' families. In a severe emergency, the Dean will also call family members. Please note that under FERPA and HIPPA it is not legal for university employees, including faculty leaders, to contact a student's parent or guardian without permission from the student regarding medical conditions or emergencies if the student is over 18. For this reason, LCC requires students to complete the emergency contact form which gives the SON permission per FERPA requirements.
- f. Documentation and monitoring:

- I. It is very important for you to document all steps taken after the emergency to be recorded for further reference. It is vital that information is passed promptly, accurately, and completely at each communication link. Each staff person should keep chronological logs of the crisis (on site and at the SON). The logs will serve as the notes for the trip report which should detail what happened, steps taken, when they were taken, with whom staff members talked and what follow-up actions were necessary.
- g. In the event of political, environmental or other widespread threat:
  - I. Assess the situation/get advice from program staff. Go to the safe location you have identified in your Emergency Action Plan. Follow your evacuation plan/written instructions/maps you have developed as part of your EAP to help remove you from the emergency and get you to a safer location where you can get help. Remember the alternate transportation options you have available.
- h. Arrest while in a foreign country:
  - I. A student is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating the law, even unknowingly, may be expelled, fined, arrested, or imprisoned.
  - II. Penalties for possession, use, or trafficking in illegal drugs may be strict, and convicted offenders can expect jail sentences and fines. If arrested abroad, a student must go through the foreign legal process of being charged or indicted, prosecuted, possibly convicted and sentenced, as well as any appeals process.
  - III. Within this framework, U.S. consular officers can provide a variety of services to U.S. citizens arrested abroad and their families. If a student is arrested on your program, contact LCC Administrative Director immediately, who will further contract SON administration and Emory legal.
- IV. As soon as possible, get the following information:
  - i. Has the student been detained?
  - ii. What agency made the arrest?
  - iii. What are the names, addresses and phone numbers of the arresting authorities?
  - iv. What is the case number?
  - v. Have charges been filed? What are the charges?
  - vi. What are the facts?
  - vii. Were there witnesses? If so, obtain signed statement from each witness.
  - viii. What rights have been granted?
  - ix. Is the student entitled to place a phone call?

- x. Does an attorney represent the student? What is the name, address?
- i. Theft is fairly common all over the world, especially in high tourism areas. During pre-departure orientation, you need to discuss with your students local crimes and how to prevent them. Some tips include:
  - i. Secure your personal belongings (money, cards) in a safe place when you travel and make copies of all their important documents and to not carry them in one place.
  - ii. Write down location specific telephone numbers for debit/credit cards.
  - iii. Write down account numbers and pack them somewhere apart from the originals (suitcase, jacket, etc.).
  - iv. Call providers (credit card companies, phone card companies) before departure and get local numbers to use in an emergency.
  - v. Report any crime to local authorities as soon as possible after the event.
- j. Dog bites are uncommon, but can be dangerous if the dog is not vaccinated. Also, animal bites often become infected with bacteria. The rabies virus is transmitted through saliva or brain/nervous system tissue. You can only get rabies by coming in contact with these specific bodily excretions and tissues.
  - i. Wash any wounds immediately. One of the most effective ways to decrease the chance for infection is to wash the wound thoroughly with soap and water.
  - ii. Call ISOS immediately to find the nearest medical care for any trauma and for initiation of post exposure prophylaxis. Decisions to start vaccination, known as post exposure prophylaxis (PEP), will be based on your type of exposure and the animal you were exposed to, as well as laboratory and surveillance information for the geographic area where the exposure occurred.
  - iii. Rabies Post Exposure Vaccinations
    - 1. For people who have never been vaccinated against rabies previously, post exposure anti-rabies vaccination should always include administration of both passive antibody and vaccine. The combination of human rabies immune globulin (HRIG) and vaccine is recommended for both bite and nonbite exposures, regardless of the interval between exposure and initiation of treatment.
    - 2. People who have been previously vaccinated or are receiving pre exposure vaccination for rabies should receive only vaccine.
    - 3. Adverse reactions to rabies vaccine and immune globulin are not common. Newer vaccines in use today cause fewer adverse reactions than previously available vaccines. Mild, local reactions to the rabies vaccine, such as pain, redness, swelling, or itching at the injection site, have been reported. Rarely, symptoms such as headache, nausea, abdominal

pain, muscle aches, and dizziness have been reported. Local pain and low-grade fever may follow injection of rabies immune globulin.

### Rabies Postexposure prophylaxis (PEP) Schedule

Vaccination status	Intervention	Regimen*
<b>Not previously vaccinated</b>	Wound cleansing	All PEP should begin with immediate thorough cleansing of all wounds with soap and water. If available, a virucidal agent (e.g., povidine-iodine solution) should be used to irrigate the wounds.
	Human rabies immune globulin (HRIG)	Administer 20 IU/kg body weight. If anatomically feasible, the full dose should be infiltrated around and into the wound(s), and any remaining volume should be administered at an anatomical site (intramuscular [IM]) distant from vaccine administration. Also, HRIG should not be administered in the same syringe as vaccine. Because RIG might partially suppress active production of rabies virus antibody, no more than the recommended dose should be administered.
	Vaccine	Human diploid cell vaccine (HDCV) or purified chick embryo cell vaccine (PCECV) 1.0 mL, IM (deltoid area"), 1 each on days 0, 3, 7 and 14.
<b>Previously vaccinated**</b>	Wound cleansing	All PEP should begin with immediate thorough cleansing of all wounds with soap and water. If available, a virucidal agent such as povidine-iodine solution should be used to irrigate the wounds.
	HRIG	HRIG should not be administered.
	Vaccine	HDCV or PCECV 1.0 mL, IM (deltoid area"), 1 each on days 0 and 3.

## 7. COMMUNICATION NOTIFICATION STEPS

Once the faculty coordinator has contacted the LCC Administrative Director (AD), the LCC AD will contact the Dean, the Associate Dean of Enrollment and Communications, Director of Communications, and LCC leadership to determine the appropriate course of action. Possibilities may include but are not limited to the following:

- a. The Dean, Associate Dean of Enrollment and Communications, or LCC Director/Administrative Director will be responsible for informing other Emory officials as necessary given the situation, including:
  - i. Associate Vice President of Health Sciences Communications to initiate internal and external crisis communications response (404-727-5686 Media Team Number)
  - ii. Senior Vice President of Communications and Public Affairs (404-727-5686, Media Team Number)
  - iii. Office of Global Strategy and Initiatives (404-727-7504)
  - iv. Office of Critical Event Preparedness and Response (CEPAR) (404-712-1300)
  - v. Emory Legal
    1. Mindy Simon,  
Associate General Counsel,  
404-712-1169
    2. Kevin Wysner,  
Insurance Coordinator,  
404-778-7937
- b. Decide immediately whether or not to inform the US Embassy in the foreign country.
- c. Decide immediately whether or not to contact ISOS for possible medevac or other support.
- d. The Dean or other individual identified by the crisis team, will be responsible for notifying the parents or other emergency contacts for all students involved and the families of the faculty involved. This needs to be done as soon as possible.
- e. The Associate Dean of Enrollment and Communications will develop a plan and manage communication internally and externally, in collaboration with University officials above, if necessary. Consideration should be given to the following:
  - i. Designate a spokesperson and enact a crisis communications team.
  - ii. Develop a messaging strategy and assign responsibilities of the crisis communication team
  - iii. Draft a fact sheet, including a summary statement that can be released to the media.

- iv. Prepare and send a memo to students, faculty and staff
- v. Send text messages for emerging situations
- vi. Consult with Emory Legal Counsel regarding the public's right to know and concerns for privacy and security.
- vii. Coordinate with the President's office on official communications
- viii. Alert the media. Establish a dedicated call-in line for media use, if appropriate.
- ix. Create a crisis media center for external communication.
- x. Update website
- xi. Manage social media profiles
- xii. Pause all previously scheduled content
- xiii. Manage comments and messages from followers
- xiv. Monitor media and online coverage
- xv. Measure how the University is being portrayed in the media and adjust strategy accordingly
- xvi. Determine internal communications strategy
- xvii. How do we communicate issues to faculty, staff and students?
- xviii. What resources will be provided to this group?
- xix. Do we need to host a town hall meeting, letter from Dean or President expressing sympathy
- xx. Do we provide detailed plans about preventing this issue in the future?
- xxi. Assess the impact of the event once ended, and document all actions taken in a written report.
- xxii. SON leadership, in consultation with above University officials, will decide if an ad hoc emergency response team should be formed.
- xxiii. SON leadership, in consultation with above University officials, will decide if other faculty or Emory medical and nursing personnel need to be sent to the site to coordinate care and ensure safe return of students.
- xxiv. SON leadership, with the Office of Campus Life and the Faculty and Staff Assistance Program will establish a plan to meet all (school wide) student/faculty/staff's psychological needs (not just those involved in the emergency), both short and long term.
- xxv. Make certain that written accounts are obtained as soon as possible from all witnesses and affected students and staff/faculty.
- xxvi. Prepare a detailed and factual report within 7 days, including preliminary recommendations without any judgments, conjecture, analysis, or conclusions.
- xxvii. Submit the report to legal counsel for review and revision.

**f. Special Circumstances**

- i. Deaths
  - a. In the case of a faculty or student death while abroad, all external communications should be ceased until University officials and local authorities have been notified. The University will be responsible for communicating this information to local authorities in Georgia and the University will work with those authorities to notify the faculty or student's family members. Faculty and students may not communicate about the death to any external parties (i.e. media, colleague, or family members) until the faculty or student's next of kin have been notified.
- ii. Sexual assault
  - a. If a sexual assault occurs during a trip abroad, all external communications should be ceased until University officials and local authorities have been notified. Protecting the privacy and identity of the victim is of utmost concern. The University will be responsible for managing all communications related to sexual assault incidents. Faculty and students may not disclose the identity a sexual assault victim at any time.

**Sample Email to Community (Must be vetted through Dean and University Communications before Dissemination).**

Dear School of Nursing Community,  
As many of you know, our students recently traveled to [insert location] to care for underserved populations. Unfortunately, a group of our students were [insert brief description, i.e. critically injured in a car accident last evening].

We are deeply saddened by this situation and we hope for a speedy recovery for those who were injured in this terrible accident. The school is actively collaborating with local authorities and health care providers to ensure that all students and faculty are receiving proper care. The care and safety of our students and faculty is of utmost importance to us and I can assure you that we will provide them with the support they need while they are in [insert country] and we will do everything within our power to get them home safely.

We are still in the process of contacting the [faculty/students] loved ones and we will keep you informed about this difficult situation as new information becomes available.

Please keep these students and their families in your thoughts.

Warm regards,  
Dean Linda McCauley

## **8. POST EMERGENCY RESPONSE**

- a. Analysis and evaluation:
  - I. Hold a meeting of key participants to determine whether or not the situation could have been avoided, and whether or not the trip itself or activities should be changed.
  - II. Examine and reflect on the impact of the situation on the students, the program, the school, and the university. Determine if any longer term actions need to be taken.
  - III. Determine if emergency response SOPs were followed, were helpful, or if revision is needed. What worked, what did not work, what was missing or needed, and what was done that was not needed or unhelpful. Revise SOPs as needed.
  - IV. Assess media coverage, social media engagement, and general sentiments about the crisis response.
  - V. Measure the impact on the NHHWSN's brand related to the crisis
  - VI. Review crisis communications plan and response for any needed enhancements for future crisis events
  
- b. Determine if long term psychological assistance is needed for the students, faculty, and staff, both those involved and those affected. Emory University's Counseling & Psychological Services (CAPS) provides free, confidential services for students including: initial assessments, crisis intervention, community referrals, brief individual, couples, and group counseling; consultation; community outreach services; and educational workshops. An Emory student interested in arranging an appointment can call **(404) 727-7450** or come to CAPS between 8:30 a.m. and 5:00 P.M., Monday through Friday.

## **9. INTERNAL AND EXTERNAL REFERENCES**

Adapted from the SAMHSA NMH05-0210. Psychological First Aid for First Responder. U.S. Department of Health and Human Services.

In writing this SOP, LCC drew heavily from a comprehensive and well written document Kent State Emergency Response Handbook for Faculty-Led Study Abroad Programs.



<http://www.kent.edu/sites/default/files/Emergency%20Response%20Handbook%202014%20draft.pdf>

US Passports and International Travel, US Dept. of State, Bureau of Consular Affairs  
<https://travel.state.gov/content/passports/en/emergencies.html>

Appendix A: Student Emergency Contact Form

TRAVEL INFORMATION - Lillian Carter Center International Trips

Personal Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

You're Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Please list your contact whom you agree we can contact in case of emergency or an event related to my health, safety, or well-being during my stay abroad, or for academic and/or financial issues.

Primary Contact:

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

By signing this form you agree per FERPA requirements that LCC/NHWSN may call your primary contact in case of or an event related to your health, safety, or well-being during your stay abroad, or for academic and/or financial issues. I acknowledge and agree that Emory University is not required by virtue of my consent to release any information concerning me to any person, but rather is permitted to release such information that it determines, in its reasonable discretion, is necessary or appropriate under the circumstances. I understand that this consent may only be revoked in writing, signed by me and received by the Administrative Director, LCC.

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal privacy law that establishes the rights of students with regard to education records and ensures students of the right to privacy and confidentiality with respect to these records. This form is provided to discuss and / or disclose their academic records with someone other than themselves. (ex.: with a parent, guardian, etc.)

Signature: \_\_\_\_\_

## Appendix B: Health Information Questionnaire



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## Health Information Questionnaire

## LCC Student Programs

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ (dd/mm/yyyy)

Program (BSN Senior, ABSN, AMSN, graduate student Program): \_\_\_\_\_

The purpose of this form is to help NHWSN be of maximum help to you should the need arise during your student program. Mild physical or psychological disorders can become serious under the stresses of life while journeying abroad. It is therefore important that NHWSN be made aware of any medical or psychological problems, past or current, which might affect you in a travel context. The information provided will remain confidential with NHWSN and your Program Director, and will be shared with other program staff, faculty, or appropriate professionals only if pertinent to your well-being. NHWSN may not be able to accommodate all individual needs or circumstances. This information does not affect your admission into LCC student programs. Please answer the questions honestly and completely. You may use the other side of the form if necessary.

- Yes  No 1. Are you generally in good physical condition? (If not, please explain.)
- Yes  No 2. Have you ever been hospitalized and/or had any surgical procedures? (If yes, please explain.)
- Yes  No 3. Have you ever been or are you currently being treated for any physical, psychological, or emotional problems? (If yes, please explain.)
- Yes  No 4. Do you have any allergies? (If yes, please explain.)
- Yes  No 5. Are you taking any medications? (If yes, please explain.)
- Yes  No 6. Are you a vegetarian or are you on any restricted diet? (If yes for the latter, please explain. Please note that you will need to take any food needed with you as special dietary requests cannot always be accommodated.)
- Yes  No 7. Is there any additional information (concerning a medical condition or physical or learning disability) that would be helpful for the program to be aware of during your trip experience? (If yes, please explain.)

*I, the undersigned, have provided accurate answers to the best of my knowledge in completing this document and hereby give permission to the attending physician and/or other health officials to administer emergency treatment in the event of any serious injury or illness. I also agree to notify NHWSN hereafter of any relevant changes that occur in my health prior to the start of my trip.*

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**Appendix C: Code of Conduct**

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for Global Health & Social Responsibility**Code of Conduct and Expectations  
LCC Student Programs**

Dear Alternative Winter/Spring Break Participant:

The School is committed to social responsibility and as part of that commitment, we want to clearly state our intentions and expectations related to conduct, safety, and cultural awareness and sensitivity. We believe that this framework will help promote and maintain academic excellence, group harmony, and personal growth, -- all of which are integral dimensions of these unique programs. It is important to note that your actions -- both positive and negative -- do not go unnoticed. We are, in a very real sense, cultural ambassadors and learners, and we are welcomed as such, recognizing that unlike many of the tourists that flood their islands, we are there for serious study and cross-cultural exchange.

Since you have applied to this Program because of the opportunities available to you we are now asking you to take seriously the responsibilities as well. These include acting in a courteous, honest, safe, mature, self-disciplined, and culturally sensitive fashion. The codes of conduct that we have included here are designed to cultivate just such qualities. We believe these codes will enhance your own experiences, benefit the people you live with and encounter there, and assure the continued success of and support for this Program.

It is also important that you read the release form and become informed about the communities you will be visiting. Safety is of paramount importance during any international travel experience. Individuals choosing to participate in projects in these areas need to consider carefully the reality of the environment in which they will be working. These projects provide a very valuable experience for students and faculty, but they also have inherent risks that need to be considered.

With these things in mind, we ask you to sign the following "Alternative Winter/Spring Break 2016 Code of Conduct and Expectations" and the "Release Form for Participation in Activities Abroad".

With best wishes for a life-changing experience.



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## Code of Conduct and Expectations Agreement

### LCC Student Programs

#### 1. Drugs and Alcohol

In accordance with the laws of the country to which I am assigned, I will not distribute, possess, solicit, or use any unauthorized controlled substance or distribute, possess, solicit, or use any illegal drug. I will not appear in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly where there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity. Additionally, I will not appear in a public walkway with an open container of alcohol.

#### 2. Culturally Appropriate Behavior

In order to promote and maintain a studious, inter-personally harmonious, and safe environment, to the best of my ability, I will act in a culturally sensitive and appropriate fashion as explained to me by the Emory University faculty and staff.

I will refrain from taking photographs of clients without obtaining permission as specified by faculty.

I recognize that my behavior will be noticed by residents of the areas where I will be studying. Even when I am not in a clinical setting, I am still representing Emory University and will act in accordance with the Emory University Code of Conduct.

Displays of romantic or other intimate interpersonal interactions are not appropriate for any aspect of the program setting. I will also treat all interactions with on-site program staff and patients in a professional manner and be aware of cultural differences in levels of intimacy.

If I am staying with a family in the country, I will make an effort to get to know the family, and to the extent feasible within my schedule, participate in family life. Any concerns about the homestay (food dislikes, lifeways of the family, etc.) I will first discuss with the faculty during our daily debriefings. If the family asks me for food preferences, it is fine to explain the foods I always avoid because of allergy or diet practice (vegetarian). However, I will not request expensive or imported items because the local people often place a high value on pleasing their guests, even when they may not be able to afford such items.

#### 3. Culturally Appropriate Dress

When on site of the project, I will wear clothing that is respectful of the people with whom I am working. I will not wear halter tops, miniskirts, short shorts, string bikinis, sports bras

without cover shirts or other form-fitting clothing. Scrub suits or other appropriate clothing are preferred.

If my project includes participation in liturgical services, I will wear sleeved shirts and pants or a skirt covering my knees.

If volunteering in Kingston, Jamaica, I will follow the Dress Code of the Missionaries of the Poor which is the following: modest blouses or t-shirts (nothing sleeveless, tight, or revealing), walking shorts (just above the knee), or skirt/dress, long pants. Midriffs should not be revealed at any time. Exercise clothing is appropriate for the indoor area of the hotels in Jamaica.

#### 4. Expectations for Safety

Crime and gang violence occur regularly in certain areas. At no point will I travel in the city, or leave the hotel or volunteer centers without the accompaniment of a faculty member and a large group. A faculty member should know where I am at all times. Ground Transportation to and from the airport and the care centers will be provided in-country and will consist of a bus or vans with a driver provided. Students are not allowed to drive or rent or operate vehicles for transportation between sites or program activities. Students are not allowed to drive or be a passenger on a motorcycle, motor scooter, or related vehicle.

I will not go anywhere alone. If I wish to engage in physical activities or familiarize myself with the area, I will take at least one other person, and inform a faculty member in advance. A faculty member should know where I am at all times.

If at any time I have concerns about any issue related to safety and/or potential abuse (including but not limited to verbal, physical, sexually inappropriate, etc.) involving me, another student, or client(s), I will not attempt to personally intervene, but will report the situation immediately to a faculty member.

#### 5. Student Expectations for Caregiving

I realize that the Nursing Boards view our group as volunteers.

Students who have licensure in the U.S. will have temporary nursing licensure in some countries. Unlicensed undergraduate students will limit their scope of practice to activities centered on care for the residents including bathing, feeding, hand and foot care, changing dressings for wounds, taking blood pressures, health education, reading and personal interactions. Undergraduate university students are not allowed to give injections or use needles or other sharps in any procedures.

Students and faculty members will also work with teachers and principals in schools to educate school-age children on health related topics identified by the Chief Nurse and principals.

Students and Faculty members shall follow practice guidelines in accordance with nursing in the visiting country.

If at any point I feel uncertain about a situation, I will immediately stop and ask for help from a faculty member or in-country preceptor.

**6. Academic Integrity:**

In order to guide implementation and strengthen understanding of the School of Nursing Policies related to academic integrity, the following selected guidelines have been reproduced from the Student Handbook.

Academic misconduct is an offense generally defined as any action or inaction that is offensive to the integrity and honesty of the members of the academic community. This offense includes, but is not limited to, the following:

- (a) Seeking, acquiring, receiving, or giving information about the conduct of an examination, knowing that the release of such information has not been authorized:
- (b) Plagiarizing: Definition of plagiarism  
Plagiarism is a false representation of authorship and consists of the reproduction, in whole or in part, of a manifestation of intellectual endeavor by someone who by statement or implication holds himself/herself out as its creator.
- (c) Seeking, using, giving or obtaining unauthorized assistance or information in any academic assignment or examination;

**Program Expectations**

I will participate in all scheduled activities, including required community events held after clinical hours. I will participate in any debriefing sessions scheduled by a faculty member. I will follow directions provided by faculty members in respect to safety and security issues. Above all, I will follow the lead of faculty members or I agree that I can be returned home for being non-compliant with this Code of Conduct. I additionally understand that I am expected to travel with the group overseas, and return with the group to the U.S.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Appendix D: Faculty Member Acknowledgement**

**FACULTY MEMBER ACKNOWLEDGEMENT**

**TRAVEL WARNINGS**

To All Participants:

Although no travel, whether domestic or international, is risk free, frequently the University's students and personnel are better acquainted with the risks associated with travel to various places within the U.S. than they are with risks associated with international travel. Accordingly, it is important that policies and procedures regarding international travel be developed and applied in a coordinated, consistent and thoughtful way in order to increase awareness of, and minimize, travel and security related risks; to promote safety and security conscious behaviors.

The risks and considerations associated with traveling to various international destinations will vary depending on the destination, activity and travelers involved, just as they vary for travel within the United States. These warning are not intended to address all travel-related risks and considerations, however, it is important to notify travelers of some specific events that have occurred in Kingston, Jamaica, that poses a greater level of risk or danger to travelers than is typically encountered in tourist areas that country. Kingston is a dangerous city. In the past, two Brothers of the Missionaries of the Poor were shot and killed after a meeting of the Brothers at the Corpus Cristi site. More information is available at the MOP website. Additionally, an Associate of the MOP was killed by a thief while in the church at the Stella Maris Catholic Church in St. Andrew. At no time should students leave the company of the group. Concerns regarding safety should be immediately expressed to faculty or the Program Director.

You need to register at Emory's ISOS site. Log in your formation; activate your Emergency Record and please review the information regarding the country that you are visiting.

In addition, while acknowledging the importance of experiencing and respecting cultural activities that may occur during the students' visit, there are specific activities that are prohibited in this program. Due to the risk of infectious and life-threatening illnesses, students are prohibited from participating in any activities involving the capture or processing of poultry, other birds or livestock.

**FACULTY MEMBER -- ACKNOWLEDGEMENT**

I acknowledge that I have received and read the form (appended herewith), for my Alternate Winter/Spring Break Project and understand the risks involved in the trip.

---

Faculty Member Name (Please Print)

---

Faculty Member Signature

---

Date



## Appendix E: List of Forms for Students

### List of Forms Given to all Students traveling on an International Trip

1. Acceptance Letter for Trip Selected
2. Code of Conduct
3. Emergency Contact Form
4. Health Form
5. Release and Consent for Photographs and Videos
6. Release, Assumption of Risk and Covenant

Here are the links we have on our accepted letter to students.

#### Emory University's International Assistance Program

Emory University has contracted with [International SOS](#) to provide worldwide medical and security assistance and evacuation services for all study abroad participants. The services provided by International SOS range from telephone advice and referrals to full-scale evacuation by private air ambulance. The International SOS network of multilingual specialists operates 24 hours a day, 365 days a year from International SOS Alarm Centers around the world. **Contact Telephone: 1-215-942-8478**

Please note that this is an assistance program, NOT healthcare or health insurance. You should determine how your health insurance applies to international care prior to departure. In most instances, medical expenses incurred abroad will have to be paid out of pocket and reimbursement sought later from your insurance carrier.

#### State Department

We recommend that you review the [US State Department's traveler's checklist](#) prior to departure and that you register with the State Department through the Smart Traveler Enrollment Program ([STEP](#)), a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

#### Additional Travel Resources

For more travel resources please go to: <http://www.cipa.emory.edu/experience/predepart/travel.html>

## Appendix F: Release, Assumption of Risk and Covenant Not to Sue for Participation in Activities Abroad



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### Release, Assumption of Risk and Covenant Not to Sue for Participation in Activities Abroad LCC Student Programs

As attested to by the fact of my signature below that I, \_\_\_\_\_,  
understand that:

1. I have informed Emory University that I will be participating in an LCC student program to:  
[list country] \_\_\_\_\_  
and I will take part in training in conjunction with The Ministry of Health and other organizations that are unrelated to Emory University School of Nursing.
2. I acknowledge that my travel to an LCC Student Program site is entirely voluntary and is in no way required by Emory University to complete the clinical or credit hours entirely voluntary and is for satisfactory completion of a nursing degree at the Nell Hodgson Woodruff School of Nursing. I further acknowledge that while an Emory Faculty will be present during this Program, I will also be participating in approved activities under the supervision of in-country representatives.
3. I understand that Emory University does not warrant (or guarantee) in any respect the competency or mental or physical condition of any person associated with the Program or the physical condition of any facility or equipment used in connection with the Program. Emory has purchased an International SOS plan for students participating in programs sponsored by Emory University.
4. I understand that it is my responsibility to know what personal equipment is required and provide the proper personal equipment for my participation in the program, and to ensure that it is in good and sustainable condition. I agree to ask questions to make sure that I know how to safely participate in the program.
5. I understand that I will be traveling on the program to areas of the world with endemic diseases, e.g. zika, malaria. I acknowledge that Emory University has advised me to follow the applicable CDC guidelines for immunizations and the taking of prophylaxis before and when traveling to the location of the program. I also acknowledge that Emory University has advised me to make an appointment at the Emory University Student Health Services.

6. While realize that my trip and my activities in the program involve a significant level of risk and that during my trip certain risks and dangers may occur, including, but not limited to, the hazards of traveling; accident or illness in remote places; health hazards due to exposure to poor food and water quality, diseases, pests and poor sanitation, and patients from areas with poor food and water quality, diseases, pests and poor sanitation; the forces of nature; travel by air, train, automobile or other conveyance; including public buses, taxis and personal vehicles of the Ministry of Health staff and community nurses and the exposure to acts of terrorism or war. I also recognize that safety standards in foreign countries in respect to transportation, fire, earthquakes and other natural disasters are not consistent with U.S. standards. In addition, I understand that the risks involved in participation in the program include damage, whether to person or property, injury, or death. Further, I am aware and understand that Emory cannot guarantee what assistance it can provide, if any, if I develop a legal problem in a foreign country. In consideration of being able to participate in the program, I voluntarily assume all risks, including death, associated with the Program and travel to and from my destination site.
  
7. IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN THE PROGRAM, I ACKNOWLEDGE AND VOLUNTARILY ASSUME ALL RISKS OF DAMAGES OR INJURY, INCLUDING DEATH, THAT I MAY SUSTAIN OR THAT MY PROPERTY MAY SUSTAIN WHILE I PARTICIPATE IN THE PROGRAM, ALONG WITH ANY TRAVEL TO OR FROM THE PROGRAM OR THE PROVISION OF TRANSPORTATION TO OR FROM THE PROGRAM. I hereby release, covenant not to sue and forever discharge, defend, indemnify and hold harmless Emory University and its trustees, officers, agents, employees, students, and volunteers of any and from all claims, demands, rights and causes of action of whatever kind or nature including, but not limited to, negligence, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from any participation in or in any way connected with my trip, my actions there, and any travel incident thereto.
  
8. I understand that, when I travel independently and not with the Program (before/after the Program and/or on weekends or during free time), I am responsible for myself. I understand that when I conduct personal travel and activities during the course of the program I should leave emergency contact details with the Program Director, including an itinerary and phone numbers. I understand that I should always be in the company of other students or faculty members, especially when away from the designated project sites.
  
9. I expressly agree that the terms of this Release, Assumption of Risk and Covenant Not to Sue shall be binding upon me and my heirs, executors and assigns, and all members of my family.
  
10. I expressly agree that this Release, Assumption of Risk and Covenant Not to Sue shall be governed and interpreted in accordance with the laws of the State of Georgia without regard to conflict of law principles. I INTEND THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY OT THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT, IN THE EVENT THAT ANY CLAUSE OR PROVISION OF THIS RELEASE IS HELD TO BE INVALID BY ANY COURT OF

COMPETENT JURISDICTION, THE INVALIDITY OF SUCH CLAUSE OR PROVISION  
SHALL NOT OTHERWISE AFFECT THE REMAINING PROVISIONS OF THE  
RELEASE.

11. I have read and have had the opportunity to ask questions concerning this document.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

## Appendix G: Providing Psychological First Aid

The following steps are adapted from the SAMHSA NMH05-0210. Psychological First Aid for First Responder. U.S. Department of Health and Human Services.

**Communicate Calmly** by using SOLER • Sit squarely or stand using the L-stance (shoulder 90° to the other person's shoulder), take an open posture, lean forward, use eye contact, and relax.

### Communicate Warmth:

- Use a soft tone, smile, use open and welcoming gestures, allow the person you are talking with to dictate the distance between you.
- Use Concrete Questions to Help the Person Focus.
- Use closed-end questions, explain why you are asking the question.
- Come to an Agreement on Something.
- Establish a point of agreement that will help solidify your relationship of trust. Active listening will help you find a point of agreement.
- Speak to the Person with Respect: Use words like please and thank you. Use positive language.
- If the Person Becomes Agitated, She or He May— Challenge or Question Authority: Answer the question calmly. Repeat your statements calmly.
- If she or he refuses to follow directions: Let the person gain control of self. Remain professional. Restructure your request in another way. • Give the person time to think of your request.
- If they lose control and become Verbally Agitated:
- Reply calmly. State that you may need assistance to help them.
- If the person becomes threatening or intimidating and does not respond to your attempts to calm them, seek immediate assistance.

**Understanding your emotions.** When experiencing a crisis know that you may feel any of the following emotion: disbelief, fear, anger, anxiety, denial, concern, stress, excitement, depression, shock, and difficulty concentrating. However, there are some steps you can take to help you better control your emotions given the circumstances. Realize your feelings are normal. Avoid confrontation, both physical and verbal. Take one step at a time. Assess what you can and cannot control. Ask for help. Create a support network.

Appendix H: Release and Consent for Photographs



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Media Release

For good and valuable consideration herein acknowledged as received, I hereby grant to Emory University, its affiliates, legal representatives, and assigns, and those acting with Emory's authority and permission, the irrevocable and unrestricted right and permission to create, use, re-use, publish and re-publish video recordings, audio recordings, photographs, or other media that contain or capture my likeness or voice or in which my likeness or voice may be included (the "Recordings") in connection with any publication or materials relating to or serving the mission and goals of Emory University or Emory Healthcare, including advertisements, brochures, or other promotional materials. The Recordings may be used with or without my name, and in any and all media now or hereafter known. I acknowledge and agree that Emory owns all right, title, and interest in and to the Recordings, including all copyrights therein and the full and unrestricted right to edit and modify the Recordings, and I hereby assign and agree to assign any such interest that I may own or control to Emory. I also consent to the use of any printed matter in conjunction with the Recordings. I hereby waive any right I may have to inspect or approve the Recordings or any finished product or products incorporating the Recordings and any written or other print material that may be used in connection therewith, including print material containing my name. I acknowledge that nothing in this Agreement obligates Emory or any third party to make any use of the Recordings.

I hereby warrant that I am of legal age and have the right to contract in my own name. I have read the above Media Release prior to its execution, and I am fully familiar with its contents. This release shall be binding upon me and my heirs, legal representatives, and assigns.

Name(Print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Ph: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If the subject is a minor, have parent or guardian complete below:

Parent Name(Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Ph: \_\_\_\_\_

On behalf of Minor Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Appendix I: ZIKA WARNING AND ADVICE



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LCC Student Programs

Zika, Dengue, and Chikungunya are all vector-borne diseases (which means they are transmitted through mosquito bites) and are common in the countries where LCC's student programs are located. LCC asks you to go to the CDC.gov website and explore under the tab "travelers' health". For most mosquito-borne diseases, the first-line prevention strategy involves preventing mosquito bites by covering your body and using insect repellent.

In the case of Zika, the CDC has also issued special recommendations for women who are pregnant:

- Do not travel to areas with Zika.
- If you must travel, talk to your doctor or other healthcare provider first and take steps to plan for travel.
- Talk with your doctor and consider postponing nonessential travel to countries in CDC's special travel considerations for Southeast Asia.
- If your sex partner travels to an area with Zika, protect yourself from getting Zika during sex

CDC has also issued special recommendations for women who are intending to get pregnant:

- Consider avoiding nonessential travel to areas with Zika if you are thinking about having a baby in the near future.
- If you must travel, talk to your doctor or other healthcare provider first and take steps to plan for travel.
- If your sex partner travels to an area with Zika, protect yourself from getting Zika during sex.

LCC advised all students participating in our programs to consider this information when deciding to participate in LCC student trips that involve going to areas where Zika virus is present.

I have read and understand this information.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name