International Program Safety and Risk Assessment

All new and revised international programs must be evaluated and approved by the Education Abroad Office (EAO) for safety and risk considerations. Please complete this form with your program information. The more information you provide, the better we will be able to evaluate your program and assist in the planning process. Contact Education Abroad with any questions.

Program Overview	
Program Name	
Program Leader	
Program Location(s)	
Host Country Language	
Program Dates	
Airport(s) Used	

Program Leaders/Co-Leaders	
Program Leaders have the uniquely challenging and rewarding responsibility to care for our students when leading Seattle University programs abroad. In addition to delivering academic content, they are also responsible for the mental, physical, and emotional health and safety of students on their programs. This information provided in this section will help us understand how you and your co-leader(s) will successfully lead your students abroad safely.	
Provide the names and titles of all faculty and staff who will lead/co-lead this program	
What is each leader's prior experience in the host country/region?	
Do the leaders speak the host country language? If yes, what proficiency level?	
If leaders do not speak the host country language, how will this barrier be navigated?	
Have leaders traveled with students abroad in the past (either at SU or other	

institution)? Describe past experiences.	
How was the program location/site chosen and evaluated?	
Will leaders be required to obtain a visa to enter the country?	

Student Information	
Specify the student qualifications for participation in this program (ex: GPA, language proficiency, academic level, etc.)	
How many students do you expect to participate in this program?	
Will students be required to obtain a visa to enter the country?	
What do students need to know before applying regarding the accessibility of your program?	

In-Country Partners
SU does not have stand-alone lawful presence to operate a program in foreign countries. Therefore, program leaders are expected to reasonably investigate and follow local host-country law regarding the employing the services of licensed, bonded, and insured partners and entities including: tour guides, businesses, non-governmental organizations, educational organizations, etc. When contracting service providers, services should be outlined in an agreement, contract, or detailed invoice. Considerations regarding hiring of local service providers include: • Lawfully hiring locals ensuring that workers compensation, social security, and income tax equivalents are provided according to host country law • Adhere to local laws, regulations, and standards including local tax laws • Secure liability insurance as the local law requires • Sponsorship of SU faculty and students for lawful visas during the duration of the program

Will you be working with in-country service providers? Examples: local university, travel agent, housing coordinator, bus/van drivers, etc.	
How have you vetted these service providers?	
Do these providers have a lawful presence to operate in-country?	
Do you have any contracts or agreements with these service providers? *Note: Agreements between SU and another entity can only be signed by the Provost and/or Provost or their designee.*	

In-Country Travel Plans	
Type of Transportation (check all that apply)	□ Public Transit – Bus □ Public Transit – Train □ Chartered Bus/Van □ Other:_____
How will participants get from the airport to program accommodations?	
Describe how participants will travel to/from program activities (lectures, site visits) and excursions	

In-Country Accommodations Plans	

Type of Accommodations (check all that apply)	□ Hotel/Hostel □ University/Residence Hall □ Homestay □ Other::_____
Are housing accommodations in compliance with local building, fire or safety code requirements, local ordinances, zoning requirements, and laws?	
Are meals included in housing accommodations? If not, how will meals be acquired?	
Are program leaders staying in the same accommodations as the students? If not, where will they be staying?	

Health and Safety	
Program Leaders should be aware of the health and safety risks present in the host country/community and have a plan to mitigate these risks **and** respond to issues that arise. Use the two resources below to guide your responses in this section. **United States Department of State** Country Information (state.gov) Travel Advisories (state.gov)* **Center for Disease Control** Destinations	Travelers' Health	CDC *Countries with a travel advisory at Level 3 or Level 4 require program leaders to complete the petition process to travel with students. Refer to the EAO website for more information.*	
What is the Department of State Travel Advisory level for your host country/city?	□ Level 1: Exercise Normal Precautions □ Level 2: Exercise Increased Caution □ Level 3: Reconsider Travel □ Level 4: Do Not Travel
What specific health and safety risks are present in the host country/city? **For example:** **Crime/pick pocketing,**	

transportation risks, housing security, terrorism, robbery, sexual harassment etc. **How will each be mitigated?**	
What environmental conditions could potentially disrupt program activities? **For example: Clean drinking water, earthquakes, local health risks (Zika, Malaria, etc.) active volcanoes, natural disasters.** **What will be done to address these risks?**	
What vaccinations are required/recommended for travel to your host country? **Consider all program locations (urban, rural, etc.)**	
List any sponsored program activities that could be considered high risk. **For example: boating, swimming, snorkeling, hiking, etc.** 1) **How will participants' safety be addressed for the activity?** 2) **How will you communicate the safety risks and mitigation plan with participants?**	

COVID Landscape In-Country	
COVID will continue to impact the global community for the foreseeable future. While travel has resumed to many places, it is still imperative that program leaders understand the COVID situation in their host country. Use the resources below to answer the questions in this section: U.S. Embassy/Consulate List Country Information: Health	
Are there any current restrictions related to COVID in your host country?	(For example: border closures, mask requirements, curfew, movement restrictions, public transit closures, etc.)
Entry Requirements for Visitors	(For example: vaccine requirements, COVID test requirements, quarantine periods, etc.)
Exit Requirements for Visitors	(For example: COVID testing required to return home, quarantine periods, etc.)

COVID Continuation Planning	
COVID will continue to impact the global community for the foreseeable future. Continuation planning is a critical component of program planning and preparation for the very possible event that a leader and/or student tests positive during while abroad. For each "inciting event" in the left-column, detail your continuation plan and response in the right-column. *Be sure to address each area: <u>Academic, Communication, and Finances</u>.*	

Inciting Event	**Response**
	Consider for each possible event:
	• **Academic Continuation**
	   ○ Who will lead lectures?
	   ○ Who will lead activities/excursions?
	   ○ Will student(s) be able to receive full credit?
	   ○ Can lectures/activities be done virtually or once returned home if needed?
	   ○ Plan for credit after 25%, 50%, or 75% complete
	• **Communication Plan**
	   ○ Students on program
	   ○ Education Abroad
	   ○ Parents/Families
	• **Finances**
	   ○ Cancellation policies for accommodations/activities
	   ○ If required to quarantine, who will cover the cost?
	   ○ Change/cancellation policies for flights/travel
	   ○ Will refunds (partial or full) be available to students?

If Program Leader(s) Test Positive	
If Student(s) Test Positive	
If Group Needs to Return to U.S. Early	