CPCC International Travel Procedures revised 08-30-12 (Revised to include unaccompanied student travel abroad)

In compliance with Central Piedmont Community College travel policy, the following procedures are applicable to assist members of the college community traveling abroad on sanctioned activities and to minimize potential complications related to the international experience.

Travel Warnings:
Individuals must not travel to countries or areas where a U.S. Department of State warning is in effect. The following websites should be consulted by all travelers:

Travel warnings for individual countries and announcements for particular regions are available at
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
Health information from the U.S. Centers for Disease Control on specific destinations is available at http://wwwn.cdc.gov/travel
Responsible practices for Health and Safety travel abroad are available at
http://www.globaled.us/safeti/

Faculty/Staff responsibilities:
Faculty or staff members who offer an international learning experience to students or who take individuals abroad or who travel in connection with or participate in a trip promoted by CPCC for business or professional development must have the prior written approval of the host Division Director, Dean, Vice President and President. Please note that all travel out-of-country including Alaska and Hawaii by college employees, non-college employees or students on college business or program must be approved in writing by the President or his/her designee prior to departure. The Request for Authorization to Travel form (FS5) and, when applicable, either the Request for International Travel with students form or the Request for Unaccompanied International Travel by Students form are to be submitted for approval during the early planning stages and ***prior to the promotion of the proposed trip at least 3 months prior to travel***. Exceptions must be approved by Unit Vice President. No promotion can begin before official College approval is received. Approval notifications should be copied to the Education Abroad webmaster to be listed online as sanctioned by the College. Nadine.russell@cpcc.edu

- Pertinent Travel Procedures: www.nccommunitycolleges.edu/Business_Finance/accountingProceduresManual.htm College Policies and Procedures 6.07 –*Travel.*

- Authorization, roster and waiver forms:
  http://www.cpcc.edu/study-abroad

The International Travel with Students Roster form is due at least 3 business weeks before departure for an Out-Of-Country Course / Field Trip. This form is submitted with the itinerary to the Division Director and to the Dean along with a copy of the previously approved Request for International Travel with Students Form. These updated forms are also forwarded to the Director of Insurance.

Faculty or staff members who take or send individuals abroad under college auspices shall insure that each participant provides the college-approved waiver forms, college-approved insurance verification, and other documentation listed. All participants must be registered with CPCC for a course.

College personnel who travel overseas on college business should check with the Insurance Director regarding insurance coverage provided and are responsible for obtaining any additional health insurance coverage desired.

Faculty/Staff members are advised to use public or mass transport abroad. However, if a vehicle is rented, the faculty/staff member must rent it in the name of Central Piedmont Community College in order to be covered by College insurance.

Participant/Student Responsibilities:

- Failure to supply the information, waivers or agreements required shall disqualify a participant from eligibility.
- Students under the age of 18 are not eligible to participate.
- Students are not permitted to drive a passenger vehicle overseas.
- Participants will notify resident advisor of any outside travel plans during the stay abroad.
- All participants traveling abroad with CPCC shall agree to complete and provide to the CPCC host division, at least three business weeks before departure, the following waiver forms, documents, and agreements:

    1) Insurance coverage: All individuals traveling abroad must be covered by the CPCC approved international health insurance policy for the duration of their proposed overseas stay. The policy shall include coverage of illnesses, accidents and repatriation of remains
    2) Copy of valid passport
    3) Notarized Waiver, Release, Covenant not to sue, and Assumption of Risk Form
    4) Agreement to Terms and Conditions of CPCC Study Abroad Programs
    5) Health, Insurance and Emergency Information Form
    6) Academic course credit application

EMERGENCY ACTION PLAN (EAP)

The Emergency Action plan is established in order to prepare for an emergency situation abroad. There are four main types of emergencies to consider. First, natural disasters, such as tsunamis, hurricanes, earthquakes and tornados can arise suddenly and unexpectedly, leading to an Emergency Evacuation situation. Second, medical emergencies, such as SARS (Severe Acute Respiratory Syndrome) and the Avian Flu, have historically lead to massive evacuations until the conditions were contained. Third, man-made disasters, which can be the most unpredictable of the three and the most disastrous in the way of lives lost, including wars, civil unrest and acts of terrorism. Fourth, personal emergencies including illness or accidents requiring medical attention. The CPCC host division and the resident advisors/Instructors of each program have the joint responsibility to implement the Emergency Action plan. The EAP will be kept both in the host division office and on-site with the resident advisor/instructor.

EMERGENCY ACTION PLAN

I. Roles and Responsibilities

a. Preparation Level
b. Onsite Preparedness
c. Emergency Level

II. Location of Information/Materials

I. a. Preparation Level

CPCC Host Division Office	Resident Advisors/Instructors	Participants/Students
Submit required approval forms on time and procure approval signatures. Send International Travel Student Roster to Resident Advisor/Instructor, Division Director, and Dean of Instruction 3 business weeks prior to departure date. Attach copy of the approved International Travel with Students form. Collect and file: • Health & Insurance information (participants must have CPCC approved insurance that includes repatriation of remains) • Emergency contact information (parents/guardians/spouses) • Passport/visa information (copy of passport main page) • Signed/notarized waiver forms • Health information for participant • Housing and itinerary information Check that participant has registered his/her passport and semester abroad with U.S. State Department Provide to resident advisor/Instructor • Health and safety information and EAP training • Participant insurance information • Specific medical needs identified • Participant passport numbers and emergency contact information • Participant addresses abroad • International cell phone • Make sure CPCC debit card is unblocked for emergency expenses Host pre-departure orientation which will serve to: • Disseminate safety and emergency information/policies	Confirm that there is an onsite orientation Maintain participant roster Retain emergency contact information for participants (including individual health issues and passport numbers) Maintain updated housing information Know local emergency numbers/contacts Contact CPCC P-card Administrator in Procurement to increase limits and remove blocks before travel Procure cell phone which will be usable in country to be visited Assess risks: Be vigilant of travel notices/warnings on the U.S. State Department Website http://travel.state.gov and the Center for Disease Control http://www.cdc.gov/travel Collect and update participant whereabouts Determine assembly points, sharing these with host division office and participants Disseminate specific information on health and safety to students (during orientation and on-site during the semester)	Consider purchasing additional travel, medical insurance and emergency evacuation /repatriation insurance Provide emergency contact information Provide passport/visa information (copy of passport) Sign waiver forms and agreements Register with U.S. State Department Attend both pre-departure and on-site orientations Understand emergency plan and assembly points Assemble personal emergency/medical pack Carry emergency contact card for your destination country at all times Inform Resident Advisor/Instructor of any travel beyond or deviation from the scope of the regular itinerary/program

• Secure signed waiver form agreements • Discuss behavior policies • Provide local destination information • Distribute emergency cards (with emergency contact information and vital websites) • Distribute itinerary • Allow participants to meet one-another Assess risk in areas with State Department Website		

b. On-site Preparedness

CPCC Host Division Office	Resident Advisors/Instructors	Students
Host Division evaluates risk and determines program continuity (on-going)	Confirm on-site orientation that includes the following: • Review of specific emergency plan • Identification of assembly points • Discussion of protocol for students when off-program (i.e. participants should share any extra travel plans with Resident Advisor/Instructor) • Remind participants that they should call their Resident Advisor/Instructor in case of emergency (cell phone number) Throughout program: • Are available 24 hours a day (or have designee) • Collect and update student travel information Inform Host Division of changes in itinerary and excursions	Inform Resident Advisor/Instructor of any travel beyond or deviation from the scope of the regular itinerary/program Abide by signed agreements

c. Emergency Level

CPCC Host Division Office	Resident Advisors/Instructors	Students
Determine course of action in accord with Resident Advisors/Instructors and appropriate CPCC officials Maintain support and contact with Resident Advisors/Instructors Inform and update CPCC President's office 704-330-6566 Keep a log of actions taken	Determine course of action in accord with local contact recommendations and US Department of State (Consulate) (i.e. evacuation, quarantine) **Inform, update and confirm EAP recommended to the following persons:** ***24/7 Cell phone-Director of Global Learning-* 704.572.1785** **Office of Vice President for Learning: 704-330-6730** **24/7 Cell phone of Vice President for Learning 704-650-7262** **24/7 College Security 704-330-6632** **Office of the President: 704-330-6566** Implement the EAP recommended Inform and update "emergency contact" provided by participant (under advisement of the President's office) Keep a log of actions taken	Gather at assembly point Contact Resident Advisors/Instructors/ Host Division Office if unable to get to assembly point Inform and update "emergency contact"

II. LOCATION OF INFORMATION AND MATERIALS FOR EAP

Host Division:

- Rosters with ID #s
- Emergency contact information for participants and Resident Advisors/Instructors
- List of passport numbers/copy of passport main page
- Names of individuals with special medical needs
- Contacts where each student is housed
- Contact number for immersion school or other responsible travel vendor used by program
- Itineraries for all programs
- Emergency telephone numbers & websites for U.S. State Department and Center for Disease Control Contacts

Resident Advisor/Instructor

- Cell phone usable in the foreign country
- CPCC credit/debit card for emergency expenses (P-card blocks removed by CPCC procurement)
- Complete information on assembly points
- Roster with student ID #s and insurance #s
- Emergency contact information for all students
- List of passport numbers
- Details regarding participants with special medical needs
- Participant lodging contact information including cell phone (or other phone)housed
- Contact number for immersion school or other responsible travel vendor used by program
- Program itinerary
- Emergency telephone numbers & websites for State Department Center for Disease Control Contacts
- Local public emergency telephone numbers
- Emergency number for President's office and host division office

Office of Vice President for Learning: 704-330-6730
Office of the President: 704-330-6566
24/7 Cell phone for Global Learning Director- 704.572.1785
24/7 Cell phone of Vice President for Learning 704-650-7262
24/7 College Security 704-330-6632