

# CALIFORNIA STATE UNIVERSITY LONG BEACH

## RISK MANAGEMENT GUIDELINES FOR INTERNATIONAL TRAVEL

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Every CSULB sponsored trip should require participant attendance at one orientation meeting (minimum) where the following information should be covered:

Discuss requirements for any out-of-country visas, immunizations, etc.

Discuss travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.

Review background information pertaining to upcoming cultural differences that a student may experience while visiting foreign countries.

Obtain waivers and health forms. Participants should complete a Release of Liability and Promise not to Sue and a Medical Disclosure and Assumption of Risk questionnaire (explaining any special medical conditions or needs that the trip leader should be aware of prior to the trip departure date).

Remind participants to carry sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip.

Review emergency preparedness processes and the crisis response plan.

Provide current health and safety information to participants (i.e. prophylactic precautions, viral infections carried by insects and how to protect themselves against known infectious disease breakouts.

- Check with the World Health Organization). Provide information about emergency medical assistance, emergency evacuation, and repatriation procedures. Review options for medical insurance coverage for foreign travel.

Identify health and safety products or services that may not be available at overseas locations.

Communicate codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct during "free time". Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation. Participants must complete and sign the Behavior and Code of Conduct form.

Review International Programs Policies and Procedures.