



Seattle University

Safety Policy for International Travel with a Leader Representing SU

Winter 2012

*This replaces the **University International Student Travel Policy** and includes all international travel when an SU representative is responsible for the leadership of a group of participants through SU affiliation.*

Seattle University is committed to providing international travel opportunities for study, research, service, training, missions and other activities that fulfill SU's mission. The university has established policies to reasonably ensure that these activities are conducted safely.

Program Leaders

Faculty and staff with leadership responsibilities for SU international programs are legally acting as representatives of the university. While on campus, many safety issues are managed by campus departments such as Public Safety, facilities, Student Health Services and housing. However, when traveling, all safety concerns become the responsibility of program leaders who are entrusted to use their best judgment on behalf of the university and program participants.

Information and Judgment

Program leaders are responsible for staying informed of on-the-ground conditions. The design of the program activities and locations should avoid exposing participants and the university to unreasonable risk. With the guidance of Education Abroad Office (EAO) staff, program leaders are responsible for making and executing emergency plans appropriate to local conditions. They are also responsible for assisting participants with health issues and on-the-ground logistics.

Training

Program leaders are required to attend safety training before they can lead programs that involve international group travel. Students are also required to attend training before they travel

Participant Responsibilities

It is the responsibility of SU and its program leaders to prepare for a safe experience through



Seattle University

Risk Assessment Guide

Winter 2012

Safety is not a static state, but requires ongoing assessment and judgment. Risk assessment considers whether or not an unsafe event is likely and how severe the consequences could be. A risk assessment is an objective evaluation of relevant conditions and plans to mitigate likely risks. Assessments that do not accurately reflect local conditions raise serious doubts about the qualifications of program leaders.

Determinations of safety and risk include assessment of:

- the qualifications of those involved – leaders, participants and partners
- the geographic location, its political and legal environment and its history of safety (provide a map of the specific locations where program activities will take place)
- the physical environment including roads, buildings and equipment
- modes of ground transportation
- proximity to emergency and health support such as hospitals
- the number of participants and leaders