Faculty/Staff Pre-Departure Preparation

ASU Faculty Directed study abroad program leaders and support faculty and staff have traditionally been expected to attend an annual pre-departure orientation facilitated by the ASU Study Abroad Office (SAO) in collaboration with various colleagues from the ASU community. Similar material has been covered in these annual meetings, which has led some to see the information as repetitive. Preparation on matters of health and safety should not be something for program leaders to simply endure, so the SAO has redesigned our approach to sharing the information we have identified as critical for the success of study abroad at ASU.

Beginning with summer 2015, Faculty Directed study abroad program leaders and support faculty/staff will be expected to attend a mandatory Emergency Preparedness and Response Seminar once every two years. In addition, program leaders will be expected to complete two (2) additional workshops during the same period. Included in the list of additional workshops is a new series of Crisis and Operational Response Education (CORE) workshops. Support faculty/staff are not required to attend these additional workshops, but all are certainly invited and encouraged to participate.

**Faculty Director Example**

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Workshops</td>
<td>Emergency Preparedness &amp; Response Seminar</td>
<td>2 Workshops</td>
</tr>
</tbody>
</table>

**Support Faculty/Staff Example**

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Preparedness &amp; Response Seminar</td>
<td>Optional Workshops</td>
<td>Emergency Preparedness &amp; Response Seminar</td>
</tr>
</tbody>
</table>

Please find below a description of the required Emergency Preparedness and Response Seminar and the optional CORE workshops for the 2014-2015 academic year. An updated list of all workshops is available [here](https://studyabroad.asu.edu).

**Emergency Preparedness and Response Seminar**

ASU requires that all study abroad program leaders and support faculty/staff participate in a two-hour Emergency Preparedness and Response seminar every two years. Program leaders who completed the required Faculty Director orientation in 2014 will *not* be required to attend the Emergency Preparedness and Response Seminar for summer 2015 programs; all others will be required to attend.*

Seminar presentations are facilitated by the SAO Assistant Director of Student Safety and Engagement and cover preparation prior to departure, resources available, and actions to take while abroad when responding to emergencies. Seminars will be offered during the spring semester.

*Leaders will not receive a travel advance until they attend a seminar and will be notified if they need to attend a seminar in 2015.

**Crisis and Operational Response Education (CORE) Workshops**

What is CORE?

Crisis and Operational Response Education (CORE) is an initiative from the SAO to identify key areas that are central to a sound health and safety culture within the ASU study abroad community. The primary goals of CORE are to equip study abroad program leaders, encourage collaboration, and improve programming so that study abroad initiatives at ASU can continue to grow.
CORE Curriculum

The CORE curriculum is meant to be an interactive, engaging, and organized way of administering health and safety protocol and fostering a culture of best practices within our study abroad community. Each CORE workshop is 1 – 1½ hours long. Below are details of the CORE workshops for the 2014-2015 academic year:

- Basic Study Abroad Incident Management and Response
- Advanced Study Abroad Incident Management and Response
- Understanding Legal Matters - Limiting Liability
- Study Abroad Insurance - Coverage, Use and Resources
- Study Abroad and Mental & Sexual Health Awareness

Summary of CORE Workshops

**Basic Study Abroad Incident Management and Response**

This workshop will deliver ASU’s basic expectations regarding incident response and incident management. Best practices gleaned from NAFSA: Association of International Educators and the Forum for Education Abroad working groups, will accompany discussions, case studies, and table top exercises to give each participant a framework from which to effectively respond to common health and safety issues while abroad.

**Advanced Study Abroad Incident Management and Response**

Utilizing key principles and best practices from the prerequisite Basic Study Abroad Incident Management and Response, this workshop will go deeper in to major crises, referring to protocols for major incidents ranging from violent crime to geopolitical unrest to natural disasters.

**Understanding Legal Matters – Limiting Liability**

From the ABOR Student Code of Conduct to the Clery Act to, well, all things legal and some things liability. We want leaders to be prepared not only to avoid any issue that may arise, but to embrace the relatively simple steps we can each take to make programs and policies compliant in limiting your liability, as well as ASU’s.

**Study Abroad Insurance - Coverage, Use and Resources**

All Faculty Directed study abroad program participants and leaders are automatically covered by a comprehensive international insurance policy.** This session will focus on policy coverage details, related resources for faculty, staff and students, and tips for using the policy benefits while abroad.

**Programs based in the United States are not eligible for the international insurance coverage, so this workshop does not apply.**

**Study Abroad and Mental & Sexual Health Awareness**

This workshop, led by qualified professionals from ASU Counseling Services, aims to give program leaders basic information to help them identify and work with students who might experience a mental or sexual health crisis while studying abroad. Key resources and strategies will be shared to help faculty directors and support faculty/staff know feel better prepared to respond if a situation develops during the program.

Future CORE Workshops

- Basic First Aid for the International Traveler
- Identifying and Assisting Distressed and Distressing Students
- Lessons Learned Series (ie: Lessons Learned from Medical/Political Evacuation)
- Guest Lectures (when appropriate, guest lecturers related to health and safety will be announced)