

STUDENT EMERGENCY PREPAREDNESS GUIDELINES FOR STUDY ABROAD

Students are responsible for their own health, safety and security, in preparation for, and throughout their time abroad. While there are some situations that are out of anyone's control, by being knowledgeable about your host country, making educated decisions, knowing the available resources, and asking for assistance as necessary, you can help to mitigate adversity. Taking the following actions will ensure that you are well prepared:

Required / Critical Actions:

- Complete the Emergency Contact Information form in your OIP online account (<https://bc-oip.terradotta.com/index.cfm?FuseAction=Security.LoginWizardStepOne>).
- Know how to use your CISI health insurance (<https://www.bc.edu/content/bc-web/offices/office-of-international-programs/semester-abroad/health-and-safety.html>) and keep a copy of the card (you have to log in to the website and print your card) with you at all times along with the 24/7 assistance phone number.
- Keep the on-site faculty or coordinator's numbers, OIP, and BC and your host university emergency numbers with you at all times.
- If there is an emergency, you should immediately contact, or respond to contact from the on-site faculty member or coordinator. It is his/her responsibility to make sure that you are safe; you must follow his/her instructions. If there is not an on-site BC faculty or staff person, you should contact your OIP Advisor at BC and the international office staff of your host university as soon as possible.
- Develop a plan for telephone or e-mail contact with your family, so that in case of emergency you will be able to communicate directly about your safety and well-being. It is your responsibility to be in touch with your parents in the case of an emergency; the OIP will only contact families in the case of a major emergency or crisis (in which students are directly involved or face significant risk or danger) once the response is underway and/or the incident is resolved.
- If there is an emergency in your host city and/or country, it is likely that BC OIP Advisors or other OIP staff will contact you, often just to ensure your safety and wellbeing. It is imperative that you respond to any e-mail correspondence from OIP staff as soon as possible, as we have to verify that we have accounted for all students.

Recommended Actions:

- Pay attention all materials sent to you, or reviewed during pre-departure orientations by your program and the Office of International Programs, including the Handbook for Study Abroad; share this handout and other such materials with your parents, so that they are aware of our policies and expectations.
- Consider your mental and physical health and disclose to OIP, the on-site staff and host institution accurate physical and mental health information, and any other personal data that you think may help to ensure a safe and healthy study abroad experience.
- Review DoS Country Information (<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>) for your host country and the Center for Disease Control Travelers Information (<https://wwwnc.cdc.gov/travel/>).
- Register with the U.S. Embassy, <https://step.state.gov/step/>
- Sign up to receive embassy and travel alerts for your host country, and for those to which you may travel.
- Familiarize yourself with local laws and customs of the countries to which you are traveling. Understand and comply with the terms of participation and codes of conduct in your program and those at BC, and obey host country laws.
- Make two copies of your passport. Leave one with your family, bring one with you on your trip, and keep it separate from your passport.
- During a local crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, keep a low profile; avoid demonstrations, confrontations or situations where you could be in danger; avoid behavior that could call attention to yourself; avoid locales where foreigners or U.S. Americans are known to congregate.

IMPORTANT CONTACT INFORMATION AND RESOURCES

Office of International Programs: Main Number:	+1 (617) 552-3827	E-mail: oiop@bc.edu
Larry Pickener, Interim Director	+1 (617) 552-1443	pickener@bc.edu
Adriana Bauza, Administrative Assistant	+1 (617) 552-4424	bauzaa@bc.edu
Austen Carpenter, Interim Program Manager (Great Britain, Sub-Saharan Africa)	+1-617-552-3827	carpenau@bc.edu
Nick D'India, Program Manager (Italy, Germany, Austria, Poland, Hungary, Czech Republic, interim Ireland)	+1 (617) 552-1266	nicholas.dindia@bc.edu
Christina Hatzipetros, Associate Director (Asia, Middle East, Southeast Europe, Russia, Ocean, Domestic)	+1 (617) 552-1673	christina.hatzipetros@bc.edu
Minna Ha, Exchange & Program Manager (Australia & New Zealand)	+1 (617) 552-3947	minna.ha@bc.edu
Brodie Henry, Applications & Technology (Scandinavia, Netherlands)	+1 (617) 552-6913	brodie.henry@bc.edu
Ashley Jun, Associate Director	+1 (617) 552-4605	ashley.jun.1@bc.edu
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Patrick O'Donnell, Program Manager (Spain, Latin America)	+1 (617) 552-0805	patrick.odonnell.3@bc.edu
Shannon Williams, Summer & Internships (interim France, Switzerland, Belgium)	+1 (617) 552-6869	shannon.williams.4@bc.edu

Cultural Insurance Services International (CISI)

Boston College partners with CISI to provide health and emergency services to Boston College students while traveling and living outside the United States. Our student accident and health insurance plan provides worldwide medical coverage for registered BC students while abroad.

In a medical emergency, head to the nearest hospital without delay. For emergency assistance, call the Team Assist line: **+1 312-935-1703** (collect calls accepted) or email medassist-usa@axa-assistance.us. The TeamAssist Emergency Assistance Provider is AXA Assistance.

Non-Emergency questions may be directed to CISI at [203-399-5130](tel:203-399-5130) (toll free [800-303-8120](tel:800-303-8120)).

Additional Boston College Resources

- Boston College Police Department (BCPD): +1 (617) 552 4444 (ask for Administrator on Call)
- SANet (Sexual Assault Network): +1 (617) 552-2211 (anonymous hotline)
- Assoc. VP, Student Health & Wellness / Title IX (Melinda Stoops) +1 (617) 552-3280/ stoopsme@bc.edu
- Women's Center (Katie Dalton): +1 (617) 552-3489 / women@bc.edu
- University Counseling Services (confidential): +1 (617) 552-3310; +1 (617) 552-3227 (nights and weekends)
- Mission and Ministry: +1 (617) 552-1603 / ministry@bc.edu
- Rick Rossi (Office of Campus Ministry): +1 (617) 552-6592