

The following are general good practices in international risk mitigation. Please note, not all strategies are applicable to every destination or type of activity:

Transportation options:

- Advise students not to travel alone.
- Assess whether it is safe to use public transportation in country;
- If unsafe, prohibit travel by public transportation – hire a reputable, recommended private transportation company for all program related travel.
- When providing transportation only use vetted transportation company (drivers are reputable, are insured and have a valid driver's license);
- In the more dangerous locations, transport with security (if road crime is prevalent in country);
- Prohibit travel after dark – advise students it is unsafe to travel after dark.
- Security Escorts – Hire a security escort to accompany the group in all travel. (*if appropriate*)

Communications:

- Provide students, staff, and faculty with a means to communicate with group leaders 24/7.
- Provide cell phones to leader and/or students, staff, and faculty;

Health:

- Assess health risk exposure in country and specific locations;
- Provide students, staff, and faculty with information about the health risks identified in pre departure materials;
- Identify in country health and mental health resources (i.e. hospitals, clinics, pharmacies);

Security standards (to address crime and personal safety):

- Understand available in-country resources;
- Provide emergency card to each student, staff, and faculty with key numbers;
- Assess safety of locations along the travel itinerary;
- Assess safety of locations' accommodations, facilities and equipment;
- Identify cultural and or religious norms to be included in pre-departure orientation;
- Be aware of specific laws that may impact the group's ability to function easily;
- Establish rules and protocol for the specific program (to be provided to students, staff, and faculty);

Emergency action plan (group and individual students, staff, and faculty):

- Training of students, staff, and faculty in risk management and emergency response;

- Determine who needs to have what information to respond expeditiously to an event (e.g.: student, staff and faculty medical information, emergency contact information, protocol for reporting incidents/emergencies);
- Determine a plan for continuity of instruction/program delivery
- Develop plans for emergency response and share with co-leader and students, staff, and faculty (i.e. where to report if you get separated, what to do if a single student, staff or faculty falls ill, how to communicate if you are detained and can't meet at a prearranged location etc.);

Liability and insurance:

- Specific insurance information has been collected or group has been enrolled in an approved insurance program;
- Signed contract between RCNJ and program-related vendors/organizations;

Supervision:

- Determine ratio of faculty/staff to students;
- Stay apprised of local situations and identify how to receive that info in country;

Program assessment:

- Develop a survey tool to be used by the students, staff, and faculty to provide feedback about their experience and opinion on the quality of the program (e.g. support, program, locations);
- Develop a report for faculty/staff feedback on location, program and facilities.