Fort Valley State University

Student Domestic and International Travel Emergency Protocol

Fort Valley State University (FVSU), referred to as university, is committed to protecting the health, safety, and well-being of students participating in university-sponsored travel. This protocol establishes a consistent process for preventing, reporting, assessing, responding to, documenting, and following up on emergencies involving students traveling domestically or internationally.

The protocol is intended to ensure that when an emergency occurs, University personnel know who should be contacted, who has decision-making authority, what actions must occur, and how students and families will be supported. This travel protocol applies to all students participating in university-sponsored, University-funded, University-approved, or University-affiliated travel.

I. Scope

This protocol applies to FVSU students participating in travel associated with:

- Study abroad and international academic programs;
- Domestic academic field trips and experiential learning;
- Conferences, competitions, and professional development;
- Athletics and student organization travel;
- Research and internships sponsored or approved by FVSU;
- Recruitment, leadership, service, and cultural programs;
- University-sponsored transportation;
- Other travel for which a student represents FVSU.

It applies whether transportation is provided by FVSU, a contracted carrier, commercial airline, rental vehicle, public transportation, or another approved method. Personal travel that is not sponsored, funded, organized, or approved by FVSU generally falls outside this protocol.

II. Travel Emergency

For purposes of this Protocol, a **Travel Emergency** is an actual, suspected, or reasonably foreseeable event, condition, or circumstance occurring before, during, or in connection with university-sponsored or University-related domestic or international travel that: presents an immediate or substantial risk to the life, physical or mental health, safety, security, or welfare of one or more FVSU students or other travel participants; materially impairs, or reasonably may impair, the ability of a student or travel group to travel, remain safely at a destination, return as planned, or obtain necessary medical, safety, security, transportation, or consular assistance; or requires, urgent assessment, notification, coordination, intervention, evacuation, emergency transportation,

sheltering, medical care, welfare checks, communication with family or emergency contacts, engagement with local authorities, or other action by the University.

A Travel Emergency may affect an individual participant, multiple participants, a travel group, a destination, transportation arrangements, or the University's ability to locate, communicate with, account for, or safely support participants.

Travel Emergencies include, but are not limited to:

- A serious illness, medical emergency, hospitalization, serious injury, or death.
- A mental health crisis, suicidal ideation or behavior, self-harm, or other circumstances present an imminent risk of harm.
- Sexual assault, dating violence, domestic violence, stalking, harassment involving an immediate safety concern, or other interpersonal violence.
- A student who is missing, overdue, nonresponsive under concerning circumstances, or otherwise unaccounted for.
- A crime, credible threat, victimization, kidnapping, robbery, theft involving essential travel documents or resources, or other threat to a participant's safety or security.
- Arrest, detention, immigration-related hold, loss of liberty, or other significant interaction with law-enforcement, border-control, military, or governmental authorities.
- A transportation accident, major transportation disruption, cancellation, delay, or other event that strands participants or materially compromises their safety or ability to continue or conclude travel.
- A natural disaster, severe weather event, wildfire, tornado, earthquake, flood, public-health emergency, infectious-disease outbreak, or other environmental or public-health hazard.
- Civil unrest, political instability, terrorism, armed conflict, war, violent demonstrations, government emergency measures, or other security conditions affecting the destination or travel route.
- An evacuation, shelter-in-place, curfew, border closure, travel restriction, or order or directive issued by governmental, emergency-management, public-health, transportation, or security authorities.
- Loss, theft, confiscation, expiration, or damage of a passport, visa, immigration document, or other essential travel document during international travel when it may affect a participant's safety, legal status, or ability to depart, transit, or return.

Any other event or circumstance that University officials reasonably determine requires emergency assessment, intervention, coordination, or support under this Protocol. A routine inconvenience, administrative issue, minor illness or injury, ordinary travel delay, lost personal property, or other nonurgent matter is not a Travel Emergency unless the circumstances create or reasonably may create a material risk to a participant's safety, health, security, legal ability to travel, or ability to obtain timely assistance.

Immediate threats to life or safety take priority over all administrative procedures.

III. Emergency Response Principle

In an emergency, FVSU will follow this sequence:

PROTECT → CALL → ACCOUNT → NOTIFY → ASSESS → RESPOND → DOCUMENT → FOLLOW UP

- **PROTECT-** Move students away from immediate danger when it is safe to do so.
- **CALL-** Contact local emergency responders first when immediate medical, police, or fire assistance is required.
- **ACCOUNT-** Determine the location and condition of every student participating in the travel.
- **ASSESS-** Determine the seriousness of the incident and whether additional University intervention is required.
- **NOTIFY-** Notify FVSU Campus Police & Safety and the appropriate University administrator.
- **RESPOND-** Coordinate medical care, transportation, lodging, evacuation, counseling, or other appropriate support.
- **DOCUMENT-** Maintain an accurate record of actions, communications, decisions, expenses, and outcomes.
- **FOLLOW UP-** Provide appropriate student support and conduct a post-incident review.

IV. Pre-Departure Requirements

No University-sponsored student trip should depart until the sponsoring department has completed the University's required travel authorization and emergency-preparedness process.

Trip Leader/Responsible University Employee must submit and maintain an emergency travel file containing:

- Final participant roster;
- Student ID numbers;
- Student mobile telephone numbers;
- Emergency contact information;
- Travel itinerary;
- Flight/transportation information;
- Lodging addresses and telephone numbers;
- Trip Leader and secondary University contact information;
- Applicable insurance/assistance information;

- Known accommodations or emergency information voluntarily provided by students and appropriately maintained;
- Signed University travel forms/waivers as required;
- Local emergency numbers;
- FVSU Campus Police and Student Affairs emergency contacts;
- For international travel, U.S. Embassy/Consulate information and applicable international assistance information.

FVSU's Rave Guardian/Wildcat Alert resources allow users to access emergency resources, contact FVSU Police, and use safety features while traveling. (Fort Valley State University)

V. International Pre-Departure Requirements

In addition to standard travel requirements, international participants should complete the following before departure:

Passport: Passport should satisfy destination entry requirements. FVSU's current guidance recommends at least six months of validity and maintaining copies separately from the original.

Visa/Entry Authorization: Students are responsible for satisfying applicable destination entry requirements.

STEP Registration: All FVSU study-abroad participants must register their travel with STEP under current FVSU guidance. (Fort Valley State University)

Emergency Contacts: Students must know how to contact the Trip Leader, FVSU, local emergency services, insurer/assistance provider, and the nearest U.S. Embassy or Consulate.

VI. Emergency Response Procedures — ALL TRAVEL

When an emergency occurs, the Trip Leader or responsible University employee should implement the following actions.

STEP 1 — Address the Immediate Emergency

For life-threatening emergencies, contact local emergency services immediately.

- Within the United States: **CALL 911**
- Outside the United States, call the destination country's applicable police, fire, ambulance, or emergency service.

Do not delay emergency medical or law-enforcement assistance while attempting to obtain University authorization.

STEP 2 — Secure the Group

- Move unaffected students to a secure location;
- Account for every participant;
- Prevent students from entering unsafe locations;
- Follow instructions from local emergency management/law-enforcement personnel.

STEP 3 — Notify FVSU Stakeholders and Provide Essential Information

As soon as immediate safety needs have been addressed, begin notifying according to Communication Chain of Notification:

Communication Chain of Notification

Steps	Domestic Travel	International Travel	Actions
1	Call Local Emergency Services (*if applicable*)	Call Local Emergency Services (*if applicable*)	
2	Notify Campus Police (*if applicable*)	Notify Campus Police (*if applicable*)	
3	Contact the **Vice President of Student Affairs and Enrollment Management**	Contact the **Vice President of Student Affairs and Enrollment Management**	**PLEASE CALL**
4	If the VP is unavailable, please contact the **Dean of Students**	If the VP is unavailable, please contact the **Dean of Students**	**PLEASE CALL**
5	Contact your immediate Supervisor	Contact your immediate Supervisor	As directed...
6		Contact the US Embassy/Travel Assistance *(as appropriate)*	
7		University Response Team Liaison	This campus stakeholder will follow-up with the Trip Leader

***All Coaches, Band Leadership, Faculty, Staff and Trip Leader please utilize the Vice President of Student Affairs and Enrollment Management, as your PRIMARY POINT OF CONTACT when experiencing travel emergencies. This does NOT negate your responsibility to contact your immediate supervisor.*

FVSU Points of Contact Information

Emergency	**911**

FVSU Campus Police & Safety	**478-825-6500 / 478-825-6211**
VP Student Affairs & Enrollment Management **PRIMARY UNIVERSITY POINT OF CONTACT**	**478-825-6255- Office** **475-235-3090- Mobile**
Dean of Students	**478-825-1695- Office** **478-391-5587- Mobile**
Student Counseling Services	**478-825-6278**
UWILL Mental Health Crisis Support *(available for students 24/7)*	**833-646-1526**
Title IX	**478-825-4284**
Chief of Staff	**478-235-7027- Mobile**

STEP 4 — Provide Essential Information

- **WHO:** Student(s) involved
- **WHAT:** Nature of the emergency
- **WHEN:** Time incident occurred
- **WHERE:** Exact current location
- **CONDITION:** Student's known condition
- **RESPONSE:** Police/medical/emergency services involved
- **LOCATION:** Hospital, police station, hotel, embassy, etc.
- **CONTACT:** Trip Leader's working telephone number
- **NEEDS:** Immediate assistance requested from FVSU

Domestic Emergency Procedures

a) Call **911** for immediate threats to life or safety.
b) Obtain appropriate medical assistance.
c) Account for all participating students.
d) Notify FVSU Campus Police & Safety. (*if applicable*)
e) Notify the VP Student Affairs & Enrollment Management or Dean of Students.
f) Document available facts.
g) Work with university stakeholders to coordinate transportation/lodging changes, ***if necessary)***.
h) Do not make statements to media on behalf of FVSU.
i) Do not independently promise reimbursement or financial assistance.

j) Maintain communication with university officials until the emergency is resolved.

International Emergency Procedures

International incidents require the same initial response plus additional international coordination.

a) Contact local emergency services.
b) Obtain appropriate medical assistance.
c) Account for all participating students.
d) Notify FVSU Campus Police & Safety. *(if applicable*)
e) Notify the VP Student Affairs & Enrollment Management
f) Document available facts.
g) Contact the applicable insurance/travel-assistance provider when appropriate.
h) Contact the nearest U.S. Embassy or Consulate when necessary.
i) Follow U.S. Department of State and host-country emergency instructions.
j) Prepare for relocation, shelter-in-place, or evacuation if directed, and Work with university stakeholders to coordinate transportation/lodging changes, (*if necessary)*.
k) Do not make statements to media on behalf of FVSU.
l) Do not independently promise reimbursement or financial assistance.
m) Maintain communication with university officials until the emergency is resolved.

FVSU currently requires study-abroad participants to register international travel through the U.S. Department of State's **Smart Traveler Enrollment Program (STEP)** and notes that STEP assists travelers in receiving safety/security information and enables an embassy or consulate to contact travelers during emergencies. (Fort Valley State University)

VII. Family/Emergency Contact Notification

FVSU recognizes the importance of communicating promptly and compassionately with families during serious emergencies. However, notification must comply with applicable law, including FERPA, privacy requirements, and emergency exceptions.

Therefore, the Vice President for Student Affairs & Enrollment Management or designee, in consultation with appropriate University officials, will determine the appropriate family/emergency-contact notification.

Trip Leaders should not independently provide confidential student information to third parties except when authorized or when necessary to address an immediate health or safety emergency consistent with applicable law including FERPA and University policy.

VIII. Communication and Media

During a significant incident, one coordinated University communication structure should be maintained. Students, faculty, staff, advisors, trip leaders may not speak to the media, make public

statements, or post via social media behalf of FVSU in regard to travel-related incident unless expressly authorized by the Office of Marketing and Communications, Office of Legal and Government Affairs, and/or the Office of the President. Participants must promptly refer media inquiries to the Office of Marketing and Communications and must not represent that they are speaking for FVSU without authorization.

Requests for institutional comments should be referred to at the Office of Marketing & Communications.
Email: marcomm@fvsu.edu and Phone: (478)-825-6319