

Johns Hopkins University

**War Zones Task Force
Final Report**

July 2005

**Johns Hopkins University - War Zones Task Force
Final Report - July 2005**

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BACKGROUND

In May of 2004, the Johns Hopkins University Council of Deans endorsed a new policy designed to assure appropriate considerations are taken into account when deciding whether to permit undergraduates to study or conduct research abroad. The University-wide policy, developed by the Provost's Office in collaboration with the Deans of Hopkins' schools with undergraduate programs, prohibits undergraduate travel to countries where the U.S. State Department has issued a Travel Warning. (A provision that allows students to petition for an exception was included.) Subsequently the Deans agreed that it would be wise to consider what standards, if any, the University should adopt to deal with the safety and security of other members of the University community – namely faculty, graduate students, and staff – who travel on University-related business to high-risk areas of the world.

Provost Steven Knapp convened the War Zones Task Force (the task force) in September 2004 to explore safety and security issues for Johns Hopkins faculty, staff, and graduate students who travel to high-risk areas of the world (including war zones) for the purpose of conducting research, engaging in collaborative scholarly activities, administering public health training programs, and other University-related activities. He asked the task force to consider the following questions:

- What is the University's responsibility to ensure the health and safety of its faculty, graduate students, and staff in high-risk areas of the world?
- Under what conditions should our employees be permitted to work in high-risk areas of the world?

Associate Provost Pam Cranston chaired the task force, which was made up of ten faculty, staff, and administrators. (A roster of task force members can be found in Appendix A.) The task force began its work with a review of existing University divisional policies, procedures, publications, websites, and other materials related to international travel. It met with the University's risk and benefits managers, conducted an informal survey of peer institutions to ascertain their policies governing international travel, and consulted with a variety of non-governmental organizations that work regularly in high-risk areas of the world.

SCOPE

Before it began its work, the task force first considered its scope. Should all travel, both international and domestic, be considered? Should only war zones be considered or should other high-risk areas of the world be included? Should both business and personal travel be reviewed? With what kinds of safety and security risks should the task force be concerned? Should the task force limit its review to faculty, graduate students, and staff who are based in the U.S.?

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The task force set the following as parameters for its work:

- While the task force recognized that all travel is potentially dangerous¹, for the purpose of this task force, only international travel to high-risk areas of the world (as defined below) was considered.
- The task force did not consider personal travel. The findings and recommendations contained in this report relate exclusively to Johns Hopkins University business travel (defined below).
- Safety and security issues related to international travel include, for the purpose of this task force, severe illness, security threats, terrorism, civil unrest, and natural disasters that may result in bodily injury or death.
- The task force limited its review to faculty, graduate students, and staff (FGSS). This report does not address the interests and needs of undergraduates and in no way is meant to supersede the undergraduate travel policy established in the spring of 2004. (A copy of the policy may be found in Appendix B.)
- All Johns Hopkins University FGSS, except those whose home bases are in high-risk areas of the world, were included in this review. The recommendations contained in this report are meant to apply to all FGSS whenever they anticipate short-term or long-term travel to high-risk areas of the world. For example, the report does not apply to distance education students who live in high-risk areas of the world.

DEFINITIONS

The task force adopted the following set of definitions to govern its work.

High-Risk Areas. Countries or regions of the world on the U.S. State Department's Travel Warning list found at travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and on the Center for Disease Control and Prevention (CDC) Travel Health Warning list found at www.cdc.gov/travel/index.htm.

Business Travel. Travel related to one's employment at or enrollment as a graduate student in Johns Hopkins University for the purpose of executing one's responsibilities as a faculty, graduate student, or staff member.

Permanent Resident. A resident of, or regularly employed in, a country for three months or longer. This definition is used by The Hartford Group, which provides Johns Hopkins' group travel accident insurance for active, full-time faculty and staff.

¹ According to JHPIEGO's Travel Policies and Procedures, version 2 (January 2002), travel to most countries involves an increased susceptibility to one or more of the following: violent crime; terrorism; illness (food-borne, contagious, situational); catastrophic auto accidents; kidnapping; acts of war; harassment or detention by combatants, government officials; and civil unrest.

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FINDINGS

Context. The task force found that it was timely for the University to review its policies and practices regarding travel by its FGSS to high-risk areas. The United Nations and most, if not all, non-governmental organizations (NGOs) are currently reviewing (or have recently reviewed) their staff health, safety, and security policies and practices in response to the realization that the world is growing more unpredictable and more dangerous. This is especially true for Americans visiting or working in high-risk countries, such as Afghanistan and Iraq.

In the past, host governments provided for the safety of its foreign guests. In many cases, they are no longer able to do so. Humanitarian aid workers, NGO staff, and other non-military consultants to foreign countries used to be considered “neutral” and, as such, were relatively secure as long as they avoided alignment with either side of a conflict. Now Americans and others who provide consulting, training, or other humanitarian (non-military) services in foreign countries (presumably including Johns Hopkins FGSS) are often the targets of violence, even when they maintain their neutrality. In short, the maintenance of neutrality used to provide non-military visitors with some level of safety and security, but it is no longer effective in assuring it.

Private business enterprises are also evaluating their employee travel policies and support services. In December 2004, *International SOS*, the University’s medical and security assistance company, reported huge increases in their business due to corporate recognition of the need to provide additional services and resources to their international travelers. According to Kevin Morris, Vice President of Marketing, “corporate managers have undergone a fundamental reassessment of duty of care expectations for their employees, especially those who travel overseas. Organizations that do not exercise due diligence and care for their employees risk...severe damage to brand and reputation.”²

Like these agencies and corporations, some U.S. institutions of higher education are reviewing (or have recently reviewed) their policies governing international travel for faculty. An informal survey of nine of Johns Hopkins’ peer institutions³ found that one (M.I.T.) had just completed a review of its policies and another (Dartmouth) was beginning a review at the same time as the Johns Hopkins task force. M.I.T.’s policy⁴ recommends that faculty not travel to countries that are listed on the U.S. State Department’s Travel Warning list. Similarly, Dartmouth’s travel risk policy (revised February 2005) “urges Dartmouth faculty, staff, and students...not travel to locations where the Department of State has issued a Travel Warning.” At both M.I.T. and Dartmouth, unless a waiver is granted, no university funds can be used to travel to a Travel Warning list country. Northwestern University requires faculty and staff who wish to travel to a Travel Warning list country to sign and file a waiver with the University’s Office of Risk Management. The other six institutions surveyed had no limitations on faculty travel and did not anticipate reviewing the policy in the near future.

² More information can be found at www.internationalsos.com.

³ These universities include: Carnegie Mellon University, Case Western Reserve University, Dartmouth University, Duke University, M.I.T., Northwestern University, University of Rochester, Vanderbilt University, and Washington University in St. Louis.

⁴ The M.I.T. policy can be found at informit.mit.edu/epr/3.1travel_risk.html.

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Nature and Extent of International Travel. In any given year, Johns Hopkins FGSS travel to many countries in the world. For example, staff members of the Bloomberg School of Public Health's Center for Communication Programs (CCP) traveled to more than 50 countries within the past year, and each year over 150 SAIS graduate students participate in international internships. The Bloomberg School of Public Health alone spent \$6.8M on international travel for sponsored research in FY2004.

However, international travel by FGSS varies tremendously from one division or one department to another. Some FGSS travel internationally frequently as a regular part of their job; others rarely. Some stay overseas for long periods of time; others for just a day or two; some both. Some travel internationally for the purpose of presenting a paper at or attending an international conference; others for the purpose of conducting research or training projects or providing technical assistance abroad. Some travel to high-risk areas of the world; others travel only to stable, developed countries where safety and security risks are low. Some travel alone; others travel with Johns Hopkins or other American colleagues; some both.

While the nature and extent of international travel varies greatly within the Johns Hopkins FGSS community, it is clearly an important part of the fabric of University life. The very mission of the University – to educate its students and cultivate their capacity for life-long learning, to foster independent and original research, and to bring the benefits of discovery to the world – requires outreach to the world. In fact, international travel to unstable and/or developing countries of the world – many of which are considered high-risk – is an essential part of many Johns Hopkins units' missions, e.g., the Bloomberg School's CCP and Department of International Health, the Center for Refugee and Disaster Response⁵, and the Johns Hopkins Program for International Education in Gynecology and Obstetrics (JHPIEGO).

Current Johns Hopkins Travel Policy. The task force found that there is no University-wide or divisional policy that limits the travel of Johns Hopkins *faculty* or *staff*. There are administrative policies that govern the way expenditures must be recorded and the like, but none regarding where or under what circumstances they may travel. In fact, it appears that Johns Hopkins faculty have always enjoyed the freedom (within the constraints of the law) to make their own decisions about travel. In his inaugural address, Johns Hopkins' first president, Daniel Coit Gilman, affirmed their independence: "Teachers and pupils must be allowed great freedom in their methods of work." Today, the freedom to travel is still considered to be a fundamental component of academic freedom at Johns Hopkins, but there is also an increasing need for enhanced attention to safety and security concerns on the part of the University and faculty when making travel decisions. Like faculty, Johns Hopkins staff have similarly enjoyed the same freedom to make their own decisions about business travel.

Graduate students also have enjoyed the freedom to travel. However, in 1999, Provost Knapp and General Counsel Estelle Fishbein recommended to all the Deans that "information should be provided also to graduate students and a release form obtained." They determined that the

⁵ The Center for Refugee and Disaster Response is a joint academic program between the Johns Hopkins School of Medicine, Department of Emergency Medicine, and the Johns Hopkins Bloomberg School of Public Health, Department of International Health. The center was formerly known as the Center for International Emergency Disaster & Refugee Studies (CIEDRS).

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University has a duty to make certain graduate students understand the risks of international travel and to make certain graduate students voluntarily accept those risks. Their memorandum to the Deans included not only a template for a release form, but also a “Statement of Responsibilities of Participants” [of study abroad programs] that “might be adapted as a check sheet to remind graduate students of considerations that may affect their health and safety if they do independent study or carry out research projects in a foreign country.” (A copy of the 1999 release form may be found in Appendix C, and a copy of the statement may be found in Appendix D.) As a result, some Hopkins divisions that did not already have special procedures to assist graduate students in place have since put conditions on the overseas travel of their graduate students. They must comply with certain guidelines, e.g., sign liability waivers and/or complete travel checklists, before being permitted to travel internationally.

Insurance Coverage for Faculty and Staff. The University provides ***group travel accident insurance coverage*** (via The Hartford Group) for faculty and staff who are traveling on University business from their place of permanent residence. The task force was pleased to learn that University employees on long-term assignment outside the U.S. (90 days or more) became an eligible class on July 1, 2004. Previously, only those working in the U.S. were eligible for the University’s travel accident insurance. However, the coverage requires that individual names be placed on file with The Hartford Group. At the time the task force met with the Johns Hopkins benefits manager, the University’s Office of Benefits Administration was in the process of exploring ways to identify the appropriate people and report them to The Hartford Group.

War risk coverage under the travel accident insurance policy is automatically provided everywhere in the world other than the United States, Canada, and any country of which the employee is a permanent resident. Travel to the following countries requires prior notification to the insurance company to effect war risk coverage: Afghanistan, Algeria, Burundi, Chechnya, Colombia, Cote D’Ivoire (Ivory Coast), Democratic Republic of Congo, Haiti, Iraq, Israel (including the Gaza Strip and the West Bank), Liberia, Nepal, Saudi Arabia, Somalia, and Yemen. For eligible Johns Hopkins employees who are traveling or are on assignment for more than 90 days, it is necessary to report, prior to travel, travelers’ names, names of countries, and anticipated duration of stays to the Office of Benefits Administration. As with the change described above for those on long-term assignment abroad, when the task force met with the benefits manager, the University’s Office of Benefits Administration was in the process of exploring ways to identify the appropriate travelers in order to be able to place their names on file with The Hartford Group, as required by the policy.

What about insurance coverage for terrorism or terrorist acts? The task force was pleased to learn that terrorism or terrorist acts are not excluded from the Johns Hopkins group travel accident insurance policy. (See Appendix E for The Hartford Group’s position on terrorism.) It does provide coverage with respect to terrorism and acts carried out by terrorists, in addition to the war risk coverage provided by the war risk rider, described above, which pertains only to war or acts of war, defined as “hostilities between two or more governments or sovereign nations, not to acts of terrorism by individuals or political groups who are acting independently.”

The University’s group travel accident insurance policy also covers Johns Hopkins subsidiaries, such as the JHPIEGO Board of Directors. However, the University’s insurance consultant, with

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whom the task force met, suggested that a list of Johns Hopkins subsidiaries be provided to The Hartford Group so that a rider could be issued.

The voluntary *personal accident insurance* offered to Johns Hopkins faculty and staff by AIG excludes coverage for “declared or undeclared war, or any act of declared or undeclared war.” Individual acts of terrorism are not considered in and of themselves as an act of war, and it is not clear whether losses occurring as the result of a terrorist act would be excluded. Such determination would be made on a case by case basis. (See Appendix F for AIG’s discussion of opinion on terrorism.)

Under the Johns Hopkins *life insurance plan*, there are no exclusions or limitations regarding faculty and staff traveling to or on assignment in high-risk countries. However, the Johns Hopkins *short-term and long-term disability plans* (provided by CNA) do not cover any loss caused by, contributed to, or resulting from declared or undeclared war or an act of either. The policy does not address losses due to terrorism.

Graduate students are not generally covered under the University’s insurance and disability policies for employees; however, they may be covered if the University employs them. In any case, they are entitled to use the *International SOS* program (described below) to which the University subscribes.

Insurance Coverage for Graduate Students. Full-time graduate students in the Krieger School of Arts and Sciences, the Whiting School of Engineering, the School of Professional Studies in Business and Education, Nursing and the Peabody Institute must demonstrate that they have comprehensive health insurance comparable to the University’s health insurance program provided by The Chickering Group or they must purchase it. Graduate students in the Krieger and Whiting schools automatically receive health insurance coverage through The Chickering Group. The plan, which can be used while traveling, includes medical evacuation and other services provided by Assist America, Inc. Students in Medicine and Public Health have health insurance through the University’s self-insurance program EHP. While the policy covers them when traveling overseas, “the student health plan does not cover injury or disease resulting from war, acts of war, terrorism, riot, rebellion, civil disobediences, or from military services in any country,” according to Associate Dean Mary Foy of the School of Medicine.

All full-time students in the Paul Nitze School of Advanced International Studies (SAIS) are mandated to enroll in the John Hopkins Student Health Insurance Plan, provided by the Chickering Group, if they do not have comparable coverage from other health insurance companies. The SAIS Student Health Plan includes Emergency Travel Assistance Services. For SAIS students traveling abroad, the Assist America Services provides emergency medical assistance, which includes emergency medical evacuation, return of mortal remains services, guaranteed hospital admission, and medically supervised repatriation.

Medical, Personal, Travel, and Security Assistance. The task force met with the University’s risk manager, who described a 24-hour worldwide assistance and emergency evacuation service available at no cost to all John Hopkins faculty, students, and staff who travel abroad or who live abroad, as of July 1, 2004. The service, provided by *International SOS*, provides an array of medical assistance services, security assistance services, travel assistance services, access to

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International SOS clinics, and on-line information. The website provides travel information for over 200 countries, reports of up-to-date health risks and situations around the world, and up-to-date information on medical care and vaccination reports. Johns Hopkins travelers may also sign up to receive email health alerts that send up-to-date travel health information to their PCs, laptops, or other wireless device. To secure a membership card that identifies the group membership number needed to access services, one must contact the Johns Hopkins risk management office. At the time the task force met with the University's risk manager, his office was exploring ways to distribute membership cards to those who needed them.

University Information Resources. In January of 2002, the International Affairs Coordinating Committee (IACC) developed and distributed recommended language regarding international travel for addition to faculty handbooks (see Appendix G), but the task force found that only some divisions included it in their faculty handbooks.

During the course of the year, the task force learned about the Johns Hopkins "Travel Center," a website produced and maintained by the University's Purchasing Office. The website www.jhu.edu/~purchasing/travel/index.html includes information about international travel. The international travel section includes links to information about travel medicine, consultations, and immunizations, various Johns Hopkins offices of international student and scholar services, foreign travel advisories, the Center for Disease Control (CDC), per diems, passport information, foreign currency conversion, visa services, and the Fly America Act.

Another website <http://hrnt.jhu.edu/benefits/plans/>, maintained by the Office of Benefits Administration, includes information about the "Worldwide Assistance" and the "Travel Assistance Program Guide" as well as University insurance and disability plans. It appears, however, that much of the information was out of date at the time of the task force's viewing. The site does not include information about the University's new *International SOS* program, nor does it include information about the changes made in the summer of 2004 in the **group travel accident insurance policy** (e.g., eligibility for those on long-term assignments and the war risk rider).

The consensus of the task force is that it is likely that few FGSS have any knowledge about University resources designed to support FGSS traveling abroad, e.g., travel insurance, emergency evacuation services, travel agencies, international health immunizations, and so forth, with the exception of those in CCP and JHPIEGO and to a lesser extent the Center for Refugee and Disaster Response and the Bloomberg School's Department of International Health. On the other hand, the task force was pleased to learn that both JHPIEGO and CCP each have comprehensive safety and security programs and services for all their affiliates. Their programs and resources served as models for the task force's recommendations.

RECOMMENDATIONS

The focus of these recommendations is on the provision of tools and information for FGSS who travel to high-risk areas of the world in order to allow them to make informed personal decisions; to protect reasonably themselves from foreseeable harm; to increase their own level of health, safety, and security awareness; and to prepare for emergencies abroad.

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Recommendations for Faculty and Staff

Recommendation 1. Faculty and staff should be cautioned, but not prohibited, from traveling to high-risk areas of the world. In order to fulfill the mission of the University, they must continue to be able to make their own professional judgments about business travel, balancing the risks with the rewards that international travel to high-risk areas may provide. They are, in fact, often in the best position to know about the risks inherent in traveling to a specific area.

Recommendation 2. No one may be required or coerced (e.g., by a faculty member, supervisor, or advisor) to travel to high-risk areas. Faculty and staff who decide to travel abroad must assume responsibility for their own individual safety and security. While the task force recognizes that FGSS must take primary responsibility for their own safety, it also believes that the University should make available to travelers a variety of services and resources that address safety and security.

Recommendation 3. Faculty and staff should provide notification and emergency contact information to their dean or his/her designee prior to travel to high-risk areas. This recommendation will require that each Hopkins division create and maintain a notification process that will record and monitor the information after it is submitted. (See also Recommendation 10.)

Recommendations for Faculty who Manage Programs or Projects in High-Risk Areas

Recommendation 4. Program or project⁶ managers, including Principal Investigators, have a number of responsibilities as the leader or director of a group. In addition to their own safety and security, they must be concerned about the safety and security of the program's or project's staff. They should submit a list of program or project staff, and a safety and security plan for the program or project staff (if they were not included in the proposal itself) to the dean or her/his designee prior to program or project implementation. JHPIEGO's "Emergency Readiness and Response Plan," available from task force member and Global Operations Specialist Robert Harris, provides an excellent model. The plan should include, but not be limited to,

- a process to determine when to bring team members home or to take them out of country or to cancel programs or projects; and
- one or more training sessions for program or project staff that familiarizes them with types of risk they're likely to encounter in the high-risk environment. Generally, programs or projects are implemented for or in collaboration with the United Nations, World Bank, a government agency, or a non-governmental organization that have their own emergency procedures. If faculty are able to secure them in advance, they could use them to train Johns Hopkins program or project staff. (See also Recommendation 12.)

Recommendation 5. In cases where collaboration with the United Nations, World Bank, a government agency, or a non-governmental organization (NGO) does not exist, Johns Hopkins

⁶ Programs or projects that are included in this recommendation involve a team or group of two or more individuals, led or directed by a Johns Hopkins faculty or staff member, who are working toward the group's goals.

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faculty and staff who manage programs or projects in high-risk areas should ally themselves with an NGO or United Nations agency working in the same area.

Recommendations for Graduate Students (GS)

Recommendation 6. Like faculty and staff, GS should be cautioned about, but not prohibited from traveling to high-risk areas of the world. However, they should be required to demonstrate that they understand and voluntarily accept the risks inherent in international travel to high-risk areas. To do so, they should complete an “international travel checklist” and submit it to the Dean or her/his designee. (The checklist used by the Bloomberg School’s Department of International Health for its Master of Health Science (MHS) students provides an excellent model and can be found in Appendix H.) One of the items on the checklist should be the signing of a liability waiver or study release form prior to international travel to high-risk areas. An updated (2005 version) Graduate Student Study Release form can be found in Appendix I.

Recommendations for Faculty, Graduate Students, and Staff

Recommendation 7. FGSS should vigilantly monitor consular and press reports regarding the country(ies) where they plan to travel. Besides the U.S. State Department consular reports, they should check the consular reports of countries friendly to the U.S. (e.g., Australia, Canada, and Great Britain) as well as reports from other international agencies (e.g., United Nations). They also should participate in the security briefings offered by other organizations with whom they may be working.

Recommendation 8. When traveling in an area where regular communication is difficult, FGSS should maintain contact with the “travel safety and security coordinator” (described in Recommendation 10 below) or his/her supervisor/advisor. If necessary, the nearest U.S. Embassy or Consulate should be asked to act as a contact point.

Recommendation 9. For FGSS who are likely to stay for a prolonged period in a high-risk area of the world, registration at the U.S. embassy or consulate is essential.

Recommendations for Divisional Deans and Directors

Recommendation 10. Each divisional dean or director should designate a senior level administrator to be that division’s “travel safety and security coordinator” responsible for planning and managing safety and security issues for their own FGSS who travel to high-risk areas. If more than one administrator is appointed (e.g., one for faculty, a second for graduate students, and a third for staff), they should coordinate their efforts. The appointed senior level administrator(s) should:

- Make information regarding University resources, as described on pages 6-8 and suggested in Recommendation 13 below, readily and easily available to FGSS who travel abroad. Given the differences in Johns Hopkins divisions, the manner in which to communicate this information will likely vary by division. At a minimum, there should be a section in each division’s FGSS handbooks and a dedicated page on each division’s website. There may

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also be a session during FGSS orientation programs devoted to these safety and security information resources. Divisions also might develop a booklet of relevant information that would be distributed to all international travelers for the purpose of having a reference guide easily available (particularly in areas where internet access is limited).

- Develop and maintain a mechanism for gathering names and other key information from the following two groups of the division's FGSS: (1) travelers to high-risk countries, including those identified by The Hartford Group as "war risk countries," for any length of time; and (2) travelers to any country for more than 90 days. So that these two groups of FGSS can be eligible for the University's travel accident insurance, report the names and required information to the Office of Benefits Administration who will notify The Hartford Group. (See also Recommendation 3.)
- Develop and maintain a mechanism for distributing *International SOS* cards and related information to the division's FGSS who have need of such.
- Assure that divisional procedures and practices as well as information products related to high-risk business travel are reviewed each year for accuracy and relevance.
- Distribute occasional reminders to divisional FGSS via listservs, newsletters, or other means to raise awareness about the inherent dangers in international travel and to remind them about divisional policies and procedures.
- Maintain occasional contact with (or assure that the supervisor/advisor is maintaining contact with) FGSS who are traveling in an area where regular communication is difficult. (See Recommendation 8 above.)
- Join Overseas Security Advisory Council (OSAC), www.ds-osac.org, which provides detailed and up-to-date news, reports, and analysis on security worldwide and is supported by the U.S. Department of State.

Recommendation 11. Each division's Crisis Management Team should regularly review its policies and procedures to assure that it has an adequate crisis management and contingency plan to deal with a change in a country's risk status or an international emergency, such as the kidnapping of a FGSS member by a terrorist or death by a natural disaster. JHPIEGO's "Emergency Readiness and Response Plan" provides an excellent model for consideration by divisions.

Recommendation 12. Each division should develop and implement a procedure for working with program or project managers to implement Recommendation 4.

Recommendations for the University's Central Administration

Recommendation 13. The University should enhance its International Travel website www.jhu.edu/purchasing/travel/intl_travel.html, for example, by adding information and/or links as follows:

- Johns Hopkins University insurance policy information, e.g., the Group Travel Accident Insurance policy

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- International SOS: www.lmu.edu/globaled/index.html
- Johns Hopkins School of Medicine Department of Medicine International Travel Clinic: www.hopkinsmedicine.org/referraldirectory/dept.cfm?DeptID=6&DivisionID=11
- Canadian Department of Foreign Affairs and International Trade: www.voyage.gc.ca/consular_home-en.asp
- British Foreign & Commonwealth Office: www.fco.gov.uk
- Australian Department of Foreign Affairs and Trade: www.smartraveller.gov.au/
- University of Southern California Center for Global Education: www.lmu.edu/globaled/index.html
- State Department Registration with Embassies: travel.state.gov/travel/tips/registration/registration_1186.html
- World Health Organization International Travel and Health: www.who.int/ith/en/
- Travel Insurance Comparison Site: insuremytrip.com
- “Tips for Traveling Abroad” (See Appendix J.)

Recommendation 14. The Johns Hopkins Office of Benefits Administration should attempt to renegotiate its group travel accident insurance policy for employees with the goal of eliminating the burden of reporting employee names for travel (a) to war risk areas or (b) to another country for more than 90 days. Until such time as the name recording is deemed unnecessary, the Office should work with divisional “travel safety and security coordinators” to develop a user-friendly method for collecting such information. One possibility is to develop a web-based self-report process.

Recommendation 15. The Johns Hopkins Office of Benefits Administration should attempt to renegotiate its disability insurance and voluntary personal accident insurance policies to provide coverage for losses sustained due to terrorism and while traveling abroad on University business to war risk countries.

Recommendation 16. The Johns Hopkins Office of Benefits Administration should send periodic announcements regarding the University’s group travel accident insurance policy to faculty and staff via listservs and newsletters.

Recommendation 17. The Johns Hopkins Office of Benefits Administration should work together with divisional “travel safety and security coordinators” to identify all Johns Hopkins University subsidiaries and to provide the list to its insurance vendor (currently, The Hartford Group) so a rider can be issued for the University’s travel insurance policy to include Johns Hopkins subsidiaries. Furthermore, the Office of Benefits Administration should update its website.

Recommendation 18. The Office of Human Resources should revise the University’s staff handbook to include a section on international travel.

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NEXT STEPS

The task force is hopeful that Provost Knapp, the central administration, and the divisional Deans and Directors will accept the recommendations contained in this report. Once the report's recommendations are endorsed, the task force proposes that the Provost's Office work with the General Counsel's Office to develop a policy statement that will be distributed to the Johns Hopkins FGSS community. Once the divisions name their travel and security coordinators, Associate Provost Cranston can work with them over the course of the Academic Year 2005-2006 to implement the recommendations within their divisions. The task force proposes that the International Affairs Coordinating Committee, which is currently staffed by Dr. Cranston, monitor divisional progress during the year. Likewise, Dr. Cranston can work with members of the central administration, e.g., with Purchasing and Human Resources staff, to implement the recommendations that fall within their domain. The task force proposes that all the recommendations be fully implemented by fall 2006.

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APPENDIX A: TASK FORCE MEMBERSHIP

Edward (Ted) Baker, M.S., Associate Dean for Finance and Administration, School of Advanced International Studies

Paula Burger, Ph.D., Dean for Undergraduate Education and Vice Provost, Krieger School of Arts and Sciences

Pamela (Pam) Cranston, Ph.D. (*Chair*), Associate Provost for Academic Affairs

Patricia (Pat) Day, J.D., Senior Director of Employee and Labor Relations

P. Gregg Greenough, M.D., M.P.H., Assistant Professor – Department of Emergency Medicine, Deputy Director of Center for Refugee and Disaster Response, Bloomberg School of Public Health

Robert (Bob) Harris, Global Operations Specialist, JHPIEGO

Douglas (Doug) Hudson, J.D., Director of Special Programs, Applied Physics Laboratory

Marguerite Kearney, R.N., D.N.Sc., FAAN, Associate Professor, School of Nursing

David Peters, M.D., Dr.PH., Associate Professor, Deputy Director of Academic Programs in the Department of International Health, Bloomberg School of Public Health

Eric Rebbert, Chief Administrative Officer, Bloomberg School of Public Health, Center for Communication Programs (CCP)

Frederick (Derek) Savage, J.D., Acting Vice President and General Counsel

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APPENDIX B: UNDERGRADUATE STUDY ABROAD POLICY

It has been The Johns Hopkins University's general policy and practice to encourage undergraduates to study abroad and to travel to countries with different cultures in order to learn and discover more about these cultures and the world generally. In the last few years -- even before September 11, 2001 -- there has been increasing concern about the safety and security of travel abroad in many instances, and, in particular, concern within the University about having undergraduates study in countries in which there appear to be particular concerns by the government for safety and security. At the present time, the State Department issues Travel Warnings for those countries where avoidance of travel is recommended.

In view of the fact that the State Department issues Travel Warnings only for those countries where it recommends people avoid traveling, it is the general policy of The Johns Hopkins University that our undergraduate programs and our support for undergraduates doing research or other activities in foreign countries should not take place in a country for which a Travel Warning has been issued and is in effect.

The University also recognizes that in a very limited number of circumstances it may be reasonable to permit travel to a particular country, or to a portion of a country, for which a Travel Warning has been issued. Therefore, a director of any program or a faculty member proposing to lead undergraduate students to a country for which a Travel Warning is in effect, or an undergraduate who wishes to study with or under University support in such a country, may appeal, with the support of the relevant Dean, to the Provost for an exception from this policy in order to permit the desired travel. The appeal should set forth the academic justifications for the trip, the duration of the program in that country, and all reasons why the appealing program director, faculty member, or undergraduate student believes that it is reasonably safe to travel to that country, during the time period intended, despite the Travel Warning. If the appeal is granted, the program director or faculty member shall be responsible for securing signed liability waivers from all the undergraduate students, for communicating the risks of travel to the parents of such students, and, if required by the Provost as a condition of travel, for obtaining the consent of the parents for such travel.

Any questions or concerns regarding this policy should be addressed to your division dean or the Provost's Office.

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APPENDIX C: 1999 GRADUATE STUDENT STUDY RELEASE TEMPLATE

I, _____, am a graduate student at The Johns Hopkins University, in the Department of _____ in the School of _____. I am planning to conduct some of my graduate studies abroad during the academic year _____ in _____ locations for the _____ period of time.

I understand that there are a wide variety of risks associated with any travel to and living in a foreign country, including but not limited to lack of access to health care comparable to that available in the United States, crime, dangers associated with public or private transportation and the safety of road systems and other means of transportation. I understand that every country has its own laws and culture and that I am responsible for my own actions, activities and behavior while I am outside of the United States, and I recognize that I may be responsible for all aspects of my living and studying while I am abroad. I understand that I may suffer damages or losses to my person or to my property or both.

I represent that I am covered throughout the travel abroad program and throughout my absence from the United States by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries I sustain or experience while abroad. I release Johns Hopkins University from any responsibility and liability for my injuries, illness, medical bills, charges or similarities expenses.

I agree to release and hold harmless The Johns Hopkins University and its employees and agents from any and all liability and damages or losses I may suffer to my person or my property or both, which arise out of or occur during my participation in the foreign study and research, except if the danger or losses are caused by the gross negligence or willful misconduct of University employees.

I agree that this Student Release is to be construed in accordance with the law of the State of Maryland, and that if any portion of this agreement is held invalid, the remainder of the agreement shall continue in full force and effect. I acknowledge that I have read this entire document, and I agree to its terms.

Date

Name

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APPENDIX D: RESPONSIBILITIES OF PARTICIPANTS

From "Promoting Health and Safety in Study Abroad."
www.nafsa.org/safetyabroad/guidelines1298.html

In Study Abroad, as in other settings, participants can have a major impact on their own health and safety abroad through the decisions they make before and during the program and by their day-to-day choices and behaviors.

Participants should:

- Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider their health and other personal circumstances when applying for or accepting a place in a program.
- Make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families, and any others who may need to know, about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Accept responsibilities for their own decisions and actions.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program policies for keeping program staff informed of their whereabouts and well-being.

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APPENDIX E: THE HARTFORD GROUP'S POSITION ON TERRORISM

Dear Policyholder/Producer:

This is an Underwriting Letter of Intent defining the Hartford's Position on Terrorism and War or Act of War:

The Hartford continues to maintain the following definition of Terrorism:

Terrorism means a premeditated, politically motivated hostile or violent act against non-combatants carried out by an individual or group of persons, who may or may not be operating on behalf of a sovereign state.

Terrorism does not mean any hostile or violent act carried out by a branch of the armed forces of a sovereign state.

Terrorism or terrorist acts are not excluded from any of our policies and it is the intent of our Group Travel and Voluntary Accidental Death and Dismemberment Policies to continue to provide coverage with respect to Terrorism and acts carried out by terrorists.

Generally, war or act of war refers to hostilities between two or more governments or sovereign nations, not to acts of terrorism by individuals or political groups who are acting independently.

Our claims department will evaluate each claim accordingly with respect to the information they receive at the time of the claim.

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APPENDIX F: AIG'S OPINION ON TERRORISM

The War Risk Exclusion in the General Exclusions section of our standard policy language reads as follows:

“Declared or undeclared war, or any act of declared or undeclared war”.

The reason for this exclusion is that our standard rates do not contemplate the additional hazard for exposure due to war or any act thereof.

It is commonly thought that a war exclusion means that any loss incurred in a war zone, or better defined as an area where “war is going on” would not be covered by the contract. This is not correct; the war risk exclusion pertains only to losses caused by war or any act of war.

The term “war” can be defined as follows:

War is a hostile contention caused by or between nations or states, or parties in the same nation or state, exercising at least de facto authority (in reality or fact, actually exercising power according to the law) within a given territory and commanding an armed force.

Act of War is an incident directed or carried out by a member or members of an armed force in the prosecution of war.

Whether or not a war or act of war exists must be determined separately in each situation.

Individual acts of terrorism will not be considered in and of themselves as an act of war. Certainly, if a traveler in the Middle East becomes a victim of an unexpected and unforeseeable act of terrorism, even though it might be an act of action of one of the organized radical terrorists, such a death or loss would not be considered as caused by act of war. However, if an individual does knowingly travel into an area of combat where various organized groups are throwing bullets and shells at one another and as a result of these hostilities (which are acts of war) a loss occurs, it could very well be that the exclusion might be applied.

It is the degree to which these basic elements are present that determines whether or not a particular situation is a war or an act of war since there is obviously no way to evaluate the important circumstances of a loss before it happens; it is impossible to predetermine if coverage would apply to a hypothetical loss situation. However, following examples may aid in understanding purposes of the exclusions.

If a force of 1,000 plus men organized for the purpose of challenging an existing governmental authority through force, which exercises de facto authority over a reasonably substantial area and against which the existing government's authority must marshal its armed forces, it would be considered an act of war.

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On the other hand, a group of 10 or 15 people spontaneously seizing a city block or rioting in a battle against local police or armed forces would probably not be considered an act of war. Likewise, aircraft being blown up by individual acts of terrorism would not necessarily be acts of war, nor would an accident causing loss when such accident, even in a war zone, was caused by forces entirely separate and apart from the actual act of war.

It is possible to amend the policy so that War Risk coverage can be provided everywhere EXCEPT the United States and the insured person's country of permanent residence. The cost is based on a number of factors, including but not limited to: the insured person's location within the country; the occupation of the insured (a reporter is a much poorer risk than an office worker); what type of air transportation will be used by the people to be insured; the length of time coverage is desired and the amount of indemnity; the transportation facilities for getting out of a "hot spot".

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APPENDIX G: SUGGESTED LANGUAGE FOR FACULTY HANDBOOKS

In the course of meeting their professional obligations and conducting their research, many faculty of the School of _____ travel frequently. On occasion, such travel may take them to places where personal safety and security are potentially at issue. The University leaves to the judgment of individual faculty decisions about where best to pursue their research and scholarship. It is recommended, however, that faculty members contemplating travel take advantage of available resources to monitor travel and safety conditions in other countries. The State Department maintains a helpful website and posts travel and safety advisories and warnings at travel.state.gov/.

Faculty who administer study abroad programs for students should confer with the Dean's office about official guidelines and recommended procedures to ensure the safe participation of students.

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APPENDIX H: TRAVEL CHECKLIST FOR GRADUATE STUDENTS

Taken from the AY 2004-2005 Master of Health Science Course Requirements and Related Information booklet produced by the Bloomberg School of Public Health Department of International Health.

Check List for Students Traveling Abroad

Background: As you prepare to take an overseas assignment you should take into account a few administrative, health, and safety issues before you leave the country. Keep in mind that when working overseas, even in the short-term, you need to be prepared before leaving the US in order to have a productive experience and avoid unnecessary health and safety risks. The Department of International Health has developed the attached checklist for you to complete prior to leaving the country to assist you in preparing for your assignment. **It is the responsibility of each student to complete and submit the completed checklist no later than one-week prior to your departure for all overseas assignments.** Copies of the checklist may be obtained from the Departmental Academic Coordinator. Here are a few recommendations for you when traveling overseas:

Administrative:

(1) TRAVEL DOCUMENTATION – You should assure that your travel documents are current and appropriate. Visas, if necessary, should be obtained well in advance of your travel. You can find out if a visa is required for the country you will be visiting by calling the embassy of that country (most are in Washington), or by checking the web sites of most embassies. The travel office in the basement of the Hygiene building has visa application forms for most countries, can make visa photographs (for a small fee). They also have a visa service which will process your visa for a fee. Use of the visa service can save considerable time and effort. If you have a problem with getting a visa you will often fare better if you then go yourself to the embassy to have the visa processed. This is especially true if you hold a non-US passport. Remember also that you may need a visa for transit through some countries. Also, a tourist visa is often all you will need, but a business visa may give you extra time in-country and help you avoid additional fees if multiple visits are required. Your advisor can help you obtain a letter to submit with your visa application if that is required. You should also be sure that your passport will be valid for the full time that you will be away. Most countries require that your passport be valid for 6 months from the date of departure. Finally, be sure that you have return airline tickets well in advance of your trip. Do not travel with a one-way ticket, as you may be restricted from entering the country upon arrival, and you may have difficulty securing airline tickets while away.

(2) UNIVERSITY APPROVALS – Assure that you have the requisite approvals from the University to initiate any overseas research. These include submission of the attached check list, approval from your thesis committee for dissertation research (must be signed before collecting data), approval from your advisor for your MHS internship, and approval from the Committee for Human Research (CHR) for collecting data for research projects. Forms for the CHR are available at the office on the 2nd floor. Remember that for student research your advisor is the Principal Investigator, and she/he must approve the research and sign the forms. The CHR

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committee meets monthly, and it can take several months to get all of the CHR approvals finalized, so plan ahead accordingly. You may also need to have approval from the NIH to conduct your research overseas. The Office of Protection of Research Risks (OPRR) is the agency that grants such approvals. There is a special form that must be signed by dissertation committees for approval of thesis research. Post-hoc submission of these forms is not acceptable, and you run the risk of your research being deemed invalid, so you should take these precautions seriously. Conducting research on human subjects with out CHR approval is a serious breach of ethical conduct.

(3) **HOST COUNTRY APPROVALS** – Be sure that you have the necessary approvals from the host country to travel and conduct research. Many host country governments have agencies that must approve all foreign research projects. To check on this you should consult with your advisor, as well as with your host country collaborators. These approvals often take considerable time, so be sure to plan ahead. You should also be sure that the host-country collaborating agency has granted you approval. It is good to get this in writing. Be sure that they know the scope of your work in-country, your travel dates, where you will stay while there, and who they can contact if a problem develops. Take care to set your travel dates to accommodate your collaborators. If you are not sensitive to their schedules you run the risk of getting a low level of support while you are on travel status.

Health:

(1) **VACCINATIONS** – Be sure that you have obtained relevant vaccinations prior to travel. To ascertain which vaccinations you need you should consult with a travel medicine specialist. There is a travel medicine clinic on campus, and many HMO (such as Kaiser) have travel medicine offices. You can also consult the CDC website for recommendations of appropriate vaccines. Many vaccinations these require a series of injections or oral medications, so plan ahead to assure that you are properly vaccinated. When traveling to areas with malaria you should secure a prescription for malaria prophylaxis medications. One of the most serious health risks you face is from malaria, and it can be lethal. Take such medications as recommended, and take the full course – which usually requires that you take them for a full four weeks upon your return. If you get a high fever, severe headache, or flu-like symptoms upon return from a malaria zone be sure to go to the doctor immediately, as this can be a sign of malaria. Prompt treatment is imperative to avoid serious health consequences. Other vaccinations that are often needed include tetanus, measles, polio, rabies, Hepatitis A, Hepatitis B (especially if you are sexually active or work with biologic samples or blood), Japanese Encephalitis, and yellow fever. Note that entry into some countries requires a yellow fever vaccination, which must be recorded on a yellow form provided by the WHO. There are only certain places you can obtain these, so plan ahead. In some countries in Africa if you arrive without the yellow fever vaccination card you will be vaccinated upon entry, which carries some risk of contamination with unsterile equipment. Consult with a travel medicine specialist well before departing. **The student health plan offered by the School does not cover the cost of these immunizations.**

(2) **INFECTIOUS DISEASES** – Take care with what you eat and drink to avoid food-bourne contamination. It is advisable that you consult the CDC website to get advice on how to avoid food and drink bourne infections. You may also want to carry a supply of an antibiotic (such as ciprofloxacin), which your travel doctor can give you before you go. Be sure to get instructions on when to take these, as well as how to take them. You should also be very careful with the

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water and drinks that you consume. It is advisable to drink bottled water in which you see the sealed bottle. Be careful of fruit juices which are often contaminated or which have had water added to them. Note also that table condiments, such as chili sauce, is also often a source of contamination. It is also very important that you take extreme care to avoid a sexually transmitted infection, including HIV. If you will be sexually active you should use a condom for all sexual contact, oral, vaginal, or anal. You may want to carry condoms with you as a source of condoms may be difficult to find. Take care that the condoms are stored correctly (not in heat) and that they are not expired. The best way to avoid a sexually transmitted disease is to avoid sexual contact.

(3) ACCIDENTS – this is probably the most likely health risk that you face, especially traffic accidents. Avoid traveling by car at night, especially on long-distance highways. When you travel by car use a seatbelt (even if others do not), and tell the driver to slow down if you feel unsafe. It is always much better to risk social embarrassment to avoid an accident, so do not be shy about asserting your desire to have a driver go more slowly. You may want to establish a maximum driving speed before you depart. You should also tell the driver to avoid passing (overtaking) if you feel that he/she is being unsafe. It is also advisable to carry a first aid kit. If an accident does occur seek medical care quickly. If you wait too long you risk serious health consequences. It is suggested that you get and read “When there Are No Doctors” before you travel. This is an excellent resource on travel health issues for developing countries. It is especially important that you avoid unsterile needles and syringes. In many cases you can request to purchase a new needle or syringe, or have someone with you do so. Note also that the US embassy maintains a list of medical providers in most countries. If you need medical care you may want to contact the embassy. You should also get word back to your advisor and family if an accident occurs.

(4) INSURANCE – you should check to be sure that your health insurance will cover you when you are overseas. You should also consider getting evacuation insurance (such as International SOS which has an inexpensive student policy). This type of insurance will assist you in seeking quality medical care, and in evacuating you should a serious problem arise.

(5) DENTAL – if you will be overseas for an extended time be sure to have a dental check up prior to leaving. You should avoid dental care in many developing countries.

(6) MEDICATIONS – be sure to carry an adequate supply of required medicines with you. You may not be able to get them while traveling.

Safety:

(1) CRIME – crime is a serious problem for persons traveling. It is recommended that you not carry or display large amount of cash when traveling. Use a money belt to store your money and valuables. Store valuables (including your airline tickets, credit cards, money, passport, and travelers checks) in the hotel safe, or other secure location if a safe is not available. Check with your local collaborators about risky situations and areas to avoid. If you are robbed do not resist – give them your money and valuables. It is always better to replace them then risk physical harm. Report such events to the police immediately. You should also make a photocopy of your passport and store it separate from your passport. This can be very helpful if you lose your

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passport. If you need to keep identification on you, use the photocopy of the passport with your driver's license. It is also helpful to make photocopies of your credit cards, passport, and travelers check receipts and leave them with someone you can contact back home. This will facilitate replacement if they are lost or stolen.

(2) **TERRORISM AND CIVIL CONFLICT** – check before you leave the country with the State Department (the website is a good location to do this) to see about safety in the country you are traveling to. Avoid countries and regions where there are travel advisories. Register with the US embassy (and/or your home embassy – if working on a US sponsored project do register with the US embassy) when you arrive. If you have any problems you should contact the embassy. This includes for problems with health, safety, or civil conflict. You should also contact your advisor and family if you have any problems. Use common sense in your dealings, and avoid association with persons who may place you at risk, or cause you to be a target for terrorism or police harassment.

(3) **CONTACT INFORMATION** – it is important that you leave your contact information with your family and your advisor. Also, be sure to leave your family's contact information with your advisor, and vice versa. If you need to be contacted while away it is important we know how to reach you. If you are out of town while away be sure to let your advisor and family know. It is quite common for students to leave town for trips and people at home are unable to reach them, generating significant worry and concern among your family and colleagues. Be considerate and let people know how to reach you. You should also leave behind the name and contact information of your colleagues you are working with, and let them know how to contact you when you are in-country in the event of an emergency. It is also worth the extra money to subscribe to an email service while you are away. It will likely save you money and time in the long run, as mail and phone calls can be expensive.

Final Note:

Please take these common sense precautions seriously. With a little care and planning you can have a safe and enjoyable experience overseas. Realize that each country is unique and has special issues that should be attended to. Your advisor, and others who have traveled regularly to the country you are visiting, can help you plan for your trip accordingly. Note also that this list of recommendations is cursory and will not cover all events that may occur. Plan ahead, be careful, follow the advice of colleagues, and do not be shy about advocating for your health and safety.

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Check List for Students Traveling Abroad

This check list must be completed and submitted to your advisor no later than one week prior to travel.

STUDENT NAME

DATE SUBMITTED

COUNTRY OF TRAVEL

DATES OF TRAVEL

ADVISOR

(1) Have you fully read the attached recommendations for student travel?

Yes

No

Administrative:

(1) Has Committee for Human Research approval been obtained?

Yes

No

Pending

Not Needed – provide explanation

(2) Have local collaborators approved your visit?

Yes (provide documentation)

No

Not Needed – provide explanation

(3) Have you secured NIH (OPRR) approval for your research?

Yes

No

Not Needed – provide explanation

(4) Have you secured approval of your thesis committee for dissertation research, or your advisor, and at least one additional faculty member for MHS internships?

Yes

No

Not Needed – provide explanation

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(5) Have you given the write-up for your internship to your track coordinator and Carol Buckley as required?

Yes

No

Not Needed – provide explanation

(6) Do you currently hold round-trip airline tickets for the trip?

Yes

No

Not Needed – provide explanation

(7) How much cash and/or travelers check will you bring? Indicate how you will finance your travel, food and lodging.

(8) Do you have a visa for your trip?

Yes

No

Not Needed – provide explanation

(9) Is your passport valid for the period of your trip, and for the next six months?

Yes

No

Not Needed – provide explanation

Health:

(1) Have you visited a travel medicine office or your physician to seek advice on health and vaccinations?

Yes

No

Not Needed – provide explanation

(2) What vaccinations have you received in preparation for this trip?

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(3) Are you traveling to a malaria zone?

Yes

No (indicate how you have checked on this).

If yes, have you secured a full supply of malaria medications?

(4) Do you have health insurance that will be valid for medical treatment in the country you are visiting while you are away?

Yes

No

Not Needed – provide explanation

(5) Please list your medical insurance company, and list policy number:

(6) Do you have evacuation insurance (recommended but not required):

Yes

No

Not Needed – provide explanation

(7) Do you have any special health problems that may affect you while traveling, or chronic health problems? List them and indicate how they may affect you while traveling, and how you will deal with related problems.

(8) Are you required to be vaccinated for yellow fever for the country you are visiting?

Yes

No (indicate how you check on this)

If yes, indicate if you have a WHO Vaccination Stamp.

(9) Do you take medications regularly?

Yes

No

If yes, do you have an adequate supply for your trip?

Safety:

(1) Who should your advisor contact in the event of an emergency? List name, address, email (if available), and phone:

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(2) Indicate how your advisor can reach you in the event of an emergency. Provide address, email, fax, and phone:

(3) Provide the contact information for your collaborators in the host country. Give name address, email, fax, and phone:

(4) Have you checked to see if there is a travel advisory for the country you will visit?

Yes (indicate how)

No

Not Needed – provide explanation

(5) If there is a travel advisory indicate nature of the advisory:

(6) Are there any special security issues for the country that you are traveling to that you are aware of?

Yes

No

If yes, describe:

(7) Have you been to this country before?

Yes

No

If yes, when?

Signature of Advisor

Date _____

Note to advisor: you should take time to go through this form with the student. Discuss administrative, health and safety issues with the student. If there is any significant doubt about the health and safety of this student you should contact the Division or Department chair to discuss if approval for travel should be granted. This form should be kept on file during the duration of the student's travel, and for 1 year after their return.

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APPENDIX I: 2005 GRADUATE STUDENT STUDY RELEASE TEMPLATE

I, _____, am a graduate student at The Johns Hopkins University, in the Department of _____ in the School of _____ . I am planning to conduct some of my graduate studies abroad during the academic year _____ in (locations) _____ for the _____ (period of time) .

I understand and assume the wide variety of risks associated with any travel to and living in a foreign country, including but not limited to terrorism, crime, and lack of access to health care comparable to that available in the United States, dangers associated with public or private transportation and the safety of road systems and other means of transportation. I understand that every country has its own laws and culture and that I am responsible for my own actions, activities and behavior while I am outside of the United States, and I recognize that I may be responsible for all aspects of my living and studying while I am abroad. I understand that I may suffer injury, exposure to disease, or death, as well as losses to my property.

I understand I can and should obtain information about the conditions in foreign countries from the U.S. State Department website (<http://travel.state.gov>), the World Health Organization website (<http://www.who.int/en/>), and the Center for Disease Control (<http://www.cdc.gov/travel/index.htm>).

I represent that I am covered throughout the travel abroad program and throughout my absence from the United States by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries I sustain or experience while abroad. I release The Johns Hopkins University from any responsibility and liability for my injuries, illness, medical bills, charges or similar expenses.

I have voluntarily chosen to make this trip of my own free will. I agree to release and hold harmless The Johns Hopkins University and its employees and agents from any and all liability and damages or losses I may suffer to my person or my property or both, which arise out of or occur during my participation in the foreign study and research, except if the danger or losses are caused by the gross negligence or willful misconduct of University employees.

I agree that this Student Release is to be construed in accordance with the laws of the State of Maryland, and that if any portion of this agreement is held invalid, the remainder of the agreement shall continue in full force and effect. I agree that any dispute about this agreement or claim I or my heirs, executors or assigns might make will be brought in the state or federal courts of Maryland. I acknowledge that I have read this entire document, and I voluntarily agree to its terms.

Date

Signature

Printed Name

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APPENDIX J: TIPS FOR TRAVELING ABROAD

(Adapted from JHPIEGO Staff Security Guidelines, July 2004, and from U.S. Department of State Website travel.state.gov/travel/tips)

BEFORE LEAVING HOME

If you travel often or will be living overseas, compile a list of the following information. Make a copy to leave with someone you trust. If you are moving overseas, keep one with you.

- Passport number, date and place of issue and expiration date.
- Bank account numbers, including bank address and ABA Number or Swift Code
- Credit card numbers and phone numbers to call in case you lose the cards
- Insurance policy information
- Car information, including registration, serial and tag numbers and drivers license information
- Your social security number
- Current prescriptions, including eyeglasses
- Contents and location(s) or safe deposit box(es)
- Debts and assets
- Professional and personal contacts

In addition, you should leave in a safe deposit box or with someone you trust:

- Powers of attorney
- Vital documents, such as marriage and birth certificates, social security cards, and naturalization papers
- Deeds, leases and mortgages
- Investment information
- Insurance policies (life, home, car, etc.)
- Inventory of your personal belongings and/or the contents of your home

If you do not have a will, you should prepare one. Leave the original will with your lawyer or executor.

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- You should have a supply of extra passport photos on hand for visas or a new passport, as well as a notarized photocopy of your passport (it may suffice in an emergency). You should also obtain an international drivers license before you leave for your assignment.
- If you have a pre-existing medical condition, obtain a letter from your doctor describing the condition and any prescription medications you are taking, including the generic names of the prescribed drugs. Any medications that you take with you should be left in their original containers and be clearly labeled. You should check with your embassy to make sure that the medications you are taking are not considered illegal. You should also obtain a complete health report from your doctor.
- If you are posted to a country, will be staying more than two weeks, or will be traveling in rural areas, register yourself (and your accompanying family members) with the embassy. You can do so in advance of your travel by visiting the State Department's travel registration website: <https://travelregistration.state.gov/ibrs/> . If you do not register in advance, register with the embassy immediately upon arrival.
- Fill in the emergency information page of your passport before you leave the U.S.
- Read the Consular Information Sheets (and Public Announcements or Travel Warnings, if applicable) for the countries you plan to visit.
- Familiarize yourself with local laws and customs of the countries to which you are traveling. While in a foreign country, you are subject to its laws.
- Leave a copy of your itinerary with family or friends at home and in the Dean's Office so that you can be contacted in case of any emergency.
- Learn about your health insurance and where to go if you get sick or injured. Learn about your emergency medical evacuation procedures. Learn about Johns Hopkins' personal accident insurance and group travel insurance. Carry policy numbers and contact information with you.

WHILE YOU ARE ABROAD – BASIC SECURITY TIPS

- It is your responsibility to keep the passports and visas of yourself and your family up-to-date.
- Carry your emergency medical insurance card with you at all times.
- Be aware of your surroundings at all times. Know where you are, what is happening and who is around you. If you are lost, don't show it.
- Familiarize yourself with your neighborhood. Locate the nearest police station, hospital, or clinic, shops and restaurants.
- Get to know your neighbors. They may be able to help you in an emergency.
- Vary your routine. Take a different route from time to time, changing the hours that you leave for or come home from work. Most muggings, attacks and kidnappings happen while leaving or returning home.

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- Learn about the town or city you are living in, including anything to be wary of (e.g., pickpockets in the market) or places to avoid altogether.
- Stay informed: listen to the local news and read the local newspapers.
- Learn some of the local language.
- Don't call unnecessary attention to yourself by displaying large amounts of cash or wearing expensive-looking jewelry.
- Distribute your cash about your person. Don't keep it all in your wallet or purse or one pocket. Use a money belt. Keep a small amount of cash in your pocket for easy access and keep the rest concealed.
- When using taxis, pay the driver after you get out of the vehicle.
- Do not allow anyone you don't know to lead you to a deserted area or away from a public place.
- During periods of civil unrest, stay home. If you have to go out, use common sense. Avoid large crowds and getting into arguments, especially with soldiers, police or anyone carrying weapons.
- During periods when there is a higher-than-normal risk of violence against American citizens and US interests, you should also:
 - Keep a low profile; avoid areas where foreigners are known to congregate (e.g., hotels, restaurants, public markets, shopping malls, and clubs), especially during peak hours.
 - Be cautious about providing personal information (e.g., name, address, place of business) to unknown persons.
 - Be unpredictable:
 - Vary your travel routes.
 - Vary your times of departure. Allow a minimum of a one-hour departure window.
 - Do not keep routine, standing appointments.
 - Change transportation. If you have a second car, use it on occasion. Also occasionally utilize taxis in lieu of a personal vehicle.
 - Do not leave your luggage unattended in public areas. Do not accept packages from strangers.