



Spanish Studies Abroad

The CENTER for CROSS~CULTURAL STUDY

Excellence in Spanish Studies Since 1969

SPANISH STUDIES ABROAD GUIDELINES FOR STUDENT SAFETY AND SECURITY

Spanish Studies Abroad (The Center for Cross-Cultural Study, or CC-CS) has as one of its primary goals the safety and well being of students, and the peace of mind of their parents and home university staff. The following procedures have been established to ensure this goal:

Personal health and safety:

- Spanish Studies provides each student with an individual insurance policy that covers illnesses and accidents. Detailed information is included in the program Handbook and orientation materials. Spanish Studies staff members and/or Resident Director will accompany students to the doctor, if requested.
- One of the first presentations given to all students during orientation is the Health and Safety Orientation, designed to make students aware of general safety issues as well as those related directly to their host cities and countries.
- Spanish Studies has 24-hour emergency telephone numbers that connect students directly with the Resident Director or on-call staff:
 - Seville, Spain: (011 34) 699-306-451
 - Alicante, Spain: (011 34) 690-774-830
 - Barcelona, Spain: (011 34) 689-766-723
 - Córdoba, Argentina: (011 54) 9-351-573-4744
 - San Juan, Puerto Rico: (787) 406-6586
 - Havana, Cuba: (53) 0-5841-2920

Students receive the number during orientation. It is also provided in the recorded messages, in English and Spanish, on the answering machines at the regular office phone numbers.

- Students are provided with emergency telephone numbers for police, fire, ambulance, US Embassy and hospitals during orientation and in the program Cultural Guide. Spanish Studies will provide assistance in filing police reports when necessary.
- The Resident Director, in conjunction with the remaining Spanish Studies staff, monitors the well-being of students and provides advice and counsel with any problem or emergency, 24 hours a day, 7 days a week.
- Spanish Studies sponsored study trips outside of Seville, Alicante, Barcelona, Córdoba, San Juan, and Havana are supervised by a minimum of two Spanish Studies professors or staff members; with larger groups, at least one professor/staff member is assigned to every 20 students. The professor/staff member in charge carries a cell phone. Students are given this number, in writing, at the beginning of the trip. In case of emergency, the professor in charge will contact the appropriate local authority (ambulance, police) as well as the Spanish Studies emergency number.

- When travelling independently, students are requested to file a Travel Information Form advising Spanish Studies administration of their itinerary and contact information.
- The Spanish Studies facilities at Calle Harinas in Seville are monitored by an alarm system that includes video surveillance and an emergency response system provided through a third party.
- Students in the Spanish Studies program in Alicante or Barcelona, Spain, Córdoba, Argentina, San Juan, Puerto Rico, and Havana, Cuba also have access to the emergency network and facilities provided by the host institutions (*Universidad de Alicante, Universitat Pompeu Fabra, Universidad Nacional de Córdoba, Universidad del Sagrado Corazón, and Universidad de la Habana*).

Large scale emergencies, including natural disasters and social or political unrest:

- The Spanish Studies Resident Director monitors local conditions through the media, Spanish and Argentine civil authorities, US Embassy and Consulate information, and US State Department advisories. Spanish Studies in Seville participates in the Warden System established by the US Consulate in Spain, Argentina, Puerto Rico, and Cuba and designed to keep US citizens informed of State Department advisories and warnings.
- Spanish Studies has a phone tree contacting procedure to be put into effect if necessary.
- The Spanish Studies Resident Director will call for a meeting with students, as well as use email and written notices, to provide the most recent State Department information available and address student questions and concerns.
- Spanish Studies will encourage students to contact their families, and will facilitate contact if usual channels of communication are not available either in the U.S., Spain, Argentina, Puerto Rico, or Cuba.
- If local conditions warrant, students will be encouraged to maintain a low profile, avoid travel outside of Seville, Alicante, Barcelona, Córdoba, San Juan or Havana, and remain aware of their surroundings. Spanish Studies will cancel classes and encourage students to remain with their host families if necessary.
- The U.S. office of Spanish Studies will serve as contact in the U.S. and will maintain study abroad staff at students' universities informed of developments in Seville, Alicante, Barcelona, Córdoba, San Juan, or Havana, including copies of e-mail and written information distributed to students.
- Spanish Studies programs will be suspended in the case of severe emergencies (U.S. State Department warning, large-scale terrorist activity in the host city or country, civil unrest, martial law, etc.).
- Spanish Studies is prepared to carry out an evacuation from Spain, Argentina, Puerto Rico, or Havana if programs are suspended. Spanish Studies will make every effort to expedite students' return to the U.S., in conjunction with U.S. State Department or Armed Forces representatives, via commercial airlines or the U.S. military bases in Morón or Rota (within a 30-60 minute drive from Seville). If necessary, Spanish Studies will charter transportation by

road, rail or air to ensure the safe evacuation of students. Spanish Studies always keeps sufficient cash on hand in local and US currency for emergency purposes.