



DIVISION OF GLOBAL AFFAIRS

MAKING INTERNATIONALIZATION MATTER

Interim Risk Management Guidelines for European Education Abroad Sites

Please note that this protocol is effective immediately.

The well-being of Kennesaw State University students, faculty, and staff is the primary concern of Global Risk & Safety of the Division of Global Affairs. In support of the mission and core values of the Kennesaw State University, DGA monitors worldwide travel conditions, compiles and disseminates safety resources, and leads risk mitigation and international safety oversight for the institution.

Considering the current tragedy in [Paris](#) and the ongoing security operations occurring in Europe, the Division of Global Affairs would like to request that all faculty, staff, and students currently traveling Europe on international education programs observe the following **Interim Risk Management Guidelines for European Education Abroad Sites**:

1. Immediately refrain from unnecessary travel to major city centers.
2. Refrain from visiting crowded tourist destinations, religious, sports, and political sites, as well as crowded cafes, bars, and clubs.
3. Obtain authorization from your Faculty Director or Education Abroad Program Coordinator prior to any travel outside your city of study and advise them of your itinerary.
4. Please keep your personal safety of the utmost concern and observe the following:
 - Do not wear clothing that attracts attention;
 - Practice the buddy system;
 - Carry any emergency documents that have been issued by the Education Abroad Office or your faculty (CISI insurance card, itineraries, etc.), carry your passport with you at all times;
 - Carry more cash than usual if possible and a greater variety of clothing;
 - Familiarize yourself with where the nearest US consulate/embassy is at the program sites (in the case of a faculty-led program, the Faculty Director will have this information);
 - In case of an emergency shelter-in-place in a public building that is not overcrowded – avoid major western-branded business buildings. Call the embassy/consulate in advance of relocating there to determine whether they are locked down and not admitting citizens;
 - Remain vigilant, observant, and maintain situational awareness. If you see something suspicious, leave the scene immediately and notify authorities;
 - Arrive at least 3 hours prior to flight departure for returns to the US
5. In the event that any student should feel uncomfortable carrying out the duration of their program, the Division of Global Affairs, will provide any student the option of Immediate Repatriation. We will accommodate student requests to repatriate immediately and assist with liaising with current faculty towards the goal of ensuring academic credit, provided that all academic requirements are met and exams have been passed successfully; either during the exam period or having taken an incomplete at the beginning of next semester. *Should this option be chosen,*



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students should understand that academic credit and course completion is not guaranteed, but DGA will work with individual students and faculty on a case-by-case basis.

If anyone needs assistance, do not hesitate to call Mr. Mike Sweazey, Director of Global Operations 24-hours/day at 404/576-7310.

Please visit the Education Abroad Office's website on [Health, Safety, and Security Concerns on Education Abroad](#) for information and resources on Education Abroad emergency Protocol, response procedures, and risk mitigation.