

OREGON INSTITUTE OF TECHNOLOGY

Health & Safety Policy for International Travel

Office of Global Engagement and Study Abroad

Effective Date: ... | Review Cycle: Annual

1. Purpose and Scope

Oregon Institute of Technology (OIT) is committed to supporting the health, safety, and well-being of all students, faculty, and staff who participate in university-sponsored international travel. This policy establishes the institutional framework for identifying, assessing, and managing health and safety risks associated with international travel programs, including faculty-led study abroad, exchange programs, international externships, and conference travel.

This policy applies to all OIT-sponsored or OIT-affiliated international travel, including:

- Faculty-led study abroad programs
- Student exchange programs (including inbound and outbound)
- International externship and service learning programs
- Faculty and staff international conference and professional development travel
- Any international travel where OIT students earn academic credit or receive institutional funding

Note: This policy does not cover personal or leisure travel. Students, faculty, and staff traveling internationally for personal reasons are encouraged to review State Department advisories and consider purchasing personal travel insurance.

2. Policy Statement

OIT recognizes that international travel carries inherent risks that cannot be entirely eliminated. The university is committed to taking all reasonable steps to minimize these risks and ensure that participants are informed, prepared, and supported throughout their international experience. Health and safety is a shared responsibility among the institution, faculty program leaders, and student participants.

OIT's approach to international health and safety is grounded in six core principles:

1. Proactive risk assessment — destinations are evaluated before programs are approved and monitored on an ongoing basis.
2. Mandatory travel registration — all international travelers must register with the Office of Global Engagement and Study Abroad before departure.
3. Mandatory travel insurance — all program participants must be enrolled in OIT-approved international travel insurance.
4. Pre-departure preparation — faculty leads and students must complete required briefings and orientations before departure.
5. Clear emergency protocols — all participants must know how to respond to and report emergencies while abroad.
6. Institutional coordination — health and safety responsibilities are shared across relevant OIT offices including PACS, BAO, ITS, and the Provost's Office.

3. Destination Risk Assessment & Travel Advisory Thresholds

OIT monitors travel advisories issued by the U.S. Department of State, the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the Overseas Security Advisory Council (OSAC). The following table outlines OIT's policy for each advisory level:

Level	Advisory	OIT Policy
Level 1	Exercise Normal Precautions	Approved — standard process applies
Level 2	Exercise Increased Caution	Approved — enhanced pre-departure briefing required
Level 3	Reconsider Travel	Requires additional Provost review and written risk mitigation plan before approval
Level 4	Do Not Travel	Not approved for OIT-sponsored travel

Faculty planning programs to Level 2 destinations must include a description of enhanced safety measures in their Study Abroad Program Application. Programs to Level 3 destinations require a formal written risk mitigation plan and additional Provost approval before any commitments are made to students or partner institutions.

The Office of Global Engagement and Study Abroad will monitor advisory levels for all active and planned programs on an ongoing basis. If a destination's advisory level changes after program approval, the Coordinator will immediately notify the Provost's Office and faculty program lead to determine next steps, which may include program suspension or evacuation.

4. Mandatory Travel Registration

All faculty, staff, and students participating in OIT-sponsored international travel must register their travel with the Office of Global Engagement and Study Abroad prior to departure. Travel registration serves several critical functions:

- Enables OIT to locate and assist travelers in the event of an emergency
- Ensures enrollment in OIT-approved travel insurance
- Creates an institutional record for compliance and audit purposes
- Allows ITS to arrange MFA and authentication support for international travelers

Registration must be completed by submitting a completed International Travel Request Information Form to the Office of Global Engagement and Study Abroad. For group programs, the faculty program lead is responsible for submitting roster information for all participants.

In addition, all OIT-sponsored international travelers are strongly encouraged to enroll in the U.S. Department of State's Smart Traveler Enrollment Program (STEP) at step.state.gov. STEP enrollment provides automatic safety alerts from the nearest U.S. Embassy or Consulate and assists the U.S. government in contacting travelers in the event of an emergency.

5. Mandatory Travel Insurance

OIT requires all participants in university-sponsored international travel to be enrolled in an approved international travel insurance policy for the full duration of their program. No waivers are permitted.

5.1 Insurance Coordination

Travel insurance for OIT-sponsored programs is coordinated through the Procurement and Risk Officer (PACS) using OIT's institutional provider, Gallagher. The insurance enrollment process is as follows:

1. The faculty program lead or the Office of Global Engagement and Study Abroad submits a complete participant roster (including names, travel dates, passport numbers, and emergency contact information) to the PACS Risk Officer.
2. The PACS Risk Officer works with Gallagher to bind the insurance policy and issues confirmation to all enrolled participants.
3. The Office of Global Engagement and Study Abroad maintains a record of all insurance confirmations for each program.

Participant rosters must be submitted to PACS at least 4 weeks before departure to allow sufficient time for insurance binding. Late submissions may delay or prevent coverage.

5.2 Insurance Coverage

OIT's institutional travel insurance through Gallagher provides coverage including but not limited to:

- Emergency medical treatment and hospitalization abroad
- Emergency medical evacuation and repatriation
- Trip interruption and cancellation benefits
- 24/7 travel assistance services

Participants should review their insurance documentation carefully before departure and carry their insurance ID card and emergency contact number at all times while abroad. Insurance coverage applies during the registered program dates. Coverage for personal travel outside of program dates is the responsibility of the individual participant.

6. Pre-Departure Requirements

Adequate pre-departure preparation is essential to students and faculty safety abroad. The following requirements apply to all OIT-sponsored international programs.

6.1 Faculty Program Lead Responsibilities

Faculty leads must complete the following before student departure:

- Submit a completed Study Abroad Program Application & Approval Form to the Office of Global Engagement and Study Abroad by the annual October 1 deadline
- Hold a mandatory pre-departure briefing session with all participants covering emergency protocols, insurance, cultural norms, conduct expectations, and health and safety considerations
- Ensure all participants have submitted their Travel Request Information Form
- Ensure all participants are enrolled in travel insurance through PACS
- Ensure all participants have valid passports (valid for at least 6 months beyond the return date) and any required visas

- Ensure all participants have enrolled in STEP at step.state.gov
- Distribute emergency contact cards to all participants — including the faculty lead's contact information, OIT's emergency contact, the insurance provider's 24/7 number, and the nearest U.S. Embassy or Consulate
- Notify the Office of Global Engagement and Study Abroad upon safe arrival at the destination

6.2 Student Responsibilities

Students participating in OIT-sponsored international programs must:

- Attend all mandatory pre-departure briefings
- Complete all required registration and insurance enrollment steps
- Review health and safety conditions at their destination, including required vaccinations, local laws, and cultural norms; these topics are also covered in the mandatory pre-departure briefings
- Carry hard copies of all critical documents — passport, insurance ID, emergency contacts, visa, and medication list
- Inform the faculty lead and OIT of any medical conditions that may require special support abroad
- Enroll in STEP at step.state.gov
- Ensure their personal health insurance from home includes any pre-existing conditions, as OIT's travel insurance provides supplemental coverage

6.3 Health Preparation

Participants should consult with a healthcare provider before departure, particularly for programs traveling to destinations with elevated health risks. Recommended health preparation includes:

- Scheduling a pre-travel health consultation at least 6 weeks before departure to allow time for vaccinations to take effect
- Reviewing CDC destination-specific health advisories at cdc.gov/travel
- Obtaining any required or recommended vaccinations
- Packing sufficient prescription medications for the full program duration — plus a 3-day emergency supply — in original labeled containers in carry-on luggage
- Researching local medical facilities and pharmacies at the destination

7. Emergency Response Protocols

In the event of a health, safety, or security emergency abroad, all OIT program participants should follow the steps below. True emergencies are situations that pose an immediate threat to health or safety — including medical emergencies, natural disasters, civil unrest, or incidents of crime or violence.

Step	Responsible Party	Action
Step 1	Student / Faculty Lead	Ensure immediate safety. Call local emergency services (911 equivalent) if needed.
Step 2	Faculty Lead	Contact travel insurance provider (Gallagher) for medical emergencies. Document all actions taken.
Step 3	Faculty Lead	Notify the OIT Office of Global Engagement and Study Abroad immediately at global.engagement@oit.edu or 541-851-5941.
Step 4	Coordinator, Office of Global Engagement and Study Abroad	Notify PACS/Risk Officer, Provost's Office, and student's emergency contact as appropriate.

Step 5	Faculty Lead / Student	Contact the nearest U.S. Embassy or Consulate if needed. Contact information for all U.S. Embassies and Consulates is available at travel.state.gov .
Step 6	Coordinator, Office of Global Engagement and Study Abroad	Coordinate with relevant OIT offices for academic continuity, financial implications, and follow-up support.

7.1 Key Emergency Contacts

Contact	Details
OIT Office of Global Engagement and Study Abroad	Coordinator, Office of Global Engagement and Study Abroad global.engagement@oit.edu 541-851-5941
OIT Travel Insurance (Gallagher)	24/7 Assistance Policy details available through PACS
U.S. State Department — Overseas Citizen Services	+1 (202) 501-4444 (24/7 emergency line)
STEP Enrollment	step.state.gov — enroll before departure for embassy alerts
Local Emergency Services	Research local equivalent of 911 for your destination country before departure
On-Site Host Contact (program-specific)	Named in the Stage 2 form for each program: welcomes students on arrival, serves as the day-to-day local contact, and assists first in an incident. The faculty lead carries this contact's after-hours number.

7.2 Program Suspension and Early Return

OIT reserves the right to suspend, modify, or cancel any international program if the health or safety of participants is at risk. Conditions that may trigger suspension include:

- Elevation of a destination's State Department advisory to Level 3 or Level 4 during a program
- Natural disaster, civil unrest, or military conflict at or near the program site
- Outbreak of a communicable disease at the destination as identified by the CDC or WHO
- Any situation determined by OIT leadership to pose an unacceptable risk to participant safety

In the event of suspension, the Office of Global Engagement and Study Abroad will coordinate with faculty leads, the Provost's Office, BAO, and relevant program partners to arrange safe return travel and address academic continuity for affected students.

8. Roles and Responsibilities

The following table summarizes the health and safety responsibilities of each key role in OIT's international travel framework:

Role	Health & Safety Responsibilities
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Coordinator, Office of Global Engagement and Study Abroad	Central coordinator for all faculty and student international travel. Maintains travel records, coordinates insurance through PACS, monitors State Dept. advisories, serves as primary emergency contact during programs.
Faculty Program Lead	Responsible for pre-departure student briefings, on-site emergency response, communication with OIT during programs, and post-trip reporting.
PACS / Procurement and Risk Officer	Manages travel insurance enrollment through Gallagher, binds insurance policies upon receipt of student rosters, advises on risk and liability matters.
Provost's Office	Final approving authority for all study abroad programs and international travel, including Level 3 destination review.
ITS	Provides MFA and authentication support for students traveling internationally to ensure uninterrupted access to OIT systems.
BAO / Business Affairs Office	Manages financial transactions related to international travel including payment processing, wire transfers, and index management.

9. Peer Institution Benchmarking

This policy was developed with reference to health and safety frameworks at the following peer and comparable institutions:

- Oregon State University (OSU) — ongoing destination risk assessment using State Dept., CDC, WHO, OSAC, and embassy sources; mandatory travel registration with automatic insurance enrollment; 24/7 International SOS support
- Portland State University (PSU) — mandatory Gallagher insurance for all students (no waivers); 24/7 emergency phone line; partner vetting requirements; mandatory pre-departure briefings; Emergency Management Handbook for faculty leads
- University of Portland — mandatory pre-departure Health and Safety orientation; insurance included in program fee with no waiver option
- Cal Poly San Luis Obispo — Level 3 destinations require pre-approval; all participants registered in State Dept. STEP; institutional insurance through CSU system; SAFER program addressing sexual assault and harassment abroad
- Michigan Tech University — two required pre-departure orientation sessions; detailed Emergency Response Plan; 24/7 partner provider monitoring; Waiver of Liability and Drug Use Policy signed by all participants

OIT's framework is intentionally scaled to reflect OIT's institutional size and staff capacity while maintaining alignment with industry best practices as established by NAFSA: Association of International Educators and the Forum on Education Abroad.

10. Policy Review and Amendments

This policy will be reviewed annually by the Office of Global Engagement and Study Abroad in consultation with PACS, BAO, and the Provost's Office. Amendments may be made at any time in response to changes in the international travel environment, regulatory requirements, or institutional needs.

Questions about this policy should be directed to the Coordinator, Office of Global Engagement and Study Abroad.

Policy Owner Coordinator, Office of Global Engagement and Study Abroad	Effective Date 10/1/2026	Next Review Date
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