PUBLIC HEALTH PROGRAM

Waiver of Liability for Global Health Field Study Sites

Please read carefully; if you are unable to accept these terms, you cannot go abroad to complete your MPH field study requirement. If you accept these terms, complete and return your copy to the Public Health Program Office prior to your departure.

I, _____________________________ (please print), hereby acknowledge that I am participating in a Global Public Health Field Study in ____________________ (country) as part of the practical educational requirement for the MPH degree.

I am aware that living and working in a foreign country presents unique risks and hazards that may include but are not limited to personal safety, finance, medical care, and housing.

I further understand that I have the responsibility to obtain and maintain health insurance coverage including an evacuation insurance policy for repatriation to the US as well as reasonable and necessary health care services in the foreign location I have chosen.

I acknowledge that Touro University assumes no responsibility for any costs relating to this rotation, including but not limited to travel, housing, personal injury, property damage, or uninsured professional liability (malpractice).

I voluntarily agree to personally assume all such risks and responsibilities.

I release the University, its faculty, directors, and employees from any and all injury, loss, financial responsibility, and/or liability of any kind which may arise out of my participation in this public health field study experience.

________________________________________________________________________

Student Signature _____________________________ Date ________________

Advisor Signature _____________________________ Date ________________
The Touro University California Public Health Program requires that Global Health Track student purchase travel insurance to cover at least hospitalizations and emergency medical evacuations for the Global Health Field Study. These typically cost approximately $80.00 for a two-month trip.

We advise students to consider a comprehensive package plan covering cancellation, loss of baggage, compensation for delays, etc. These typically cost approximately $250.00 for a two-month trip.

The Program will require you to provide a photocopy of your insurance plan, both to make sure that you has it and so that we have your plan on record in case of emergency.

**SOURCES OF INSURANCE**

[www.insuremytrip.com](http://www.insuremytrip.com) is an excellent way to compare prices and policies.

[www.mnui.com](http://www.mnui.com) is a good source of cheap medical-only insurance.

The International Student Identification Card (ISIC) is inexpensive and includes some travel insurance. Check the benefits carefully as their coverage is not as sufficient as the more expensive plans.

**PROOF OF INSURANCE COVERAGE**

I, ____________________, will be covered by a health and accident insurance policy for the duration of the summer internship program. This insurance is provided through the following plan:

**Plan Name:** ________________________________________________________________

________________________________________________________________________

**Policy Number:** ___________________________________________________________
Global Health Field Track Field Study Student Information Form

Please print legibly!

Name: ___________________________ School: _____________________________

Program: _________________________ Email: ______________________________

Phone number(s): __________________ _________________________

Date of Birth: _____________________ Place of Birth: _______________________

Passport Number: _______________ PP Place of Issue: ______________________

PP Date of Issue: __________________

Mailing:

________________________________________
________________________________________
________________________________________

Emergency Contact #1

Name: ______________________________ Relationship: ______________________

Phone number: _______________________ Email: _____________________________

Emergency Contact #2

Name: ______________________________ Relationship: ______________________

Phone number: _______________________ Email: _____________________________
Global Health Field Study Emergency Protocol

The Global Health Field Study Emergency Protocol has been designed to prepare for and facilitate rapid response to emergencies which may arise during travel abroad. Although no single plan or protocol can address all contingencies, Touro University California (TUC) recognizes the importance of establishing, in advance, policies and procedures to safeguard the welfare of members of the community traveling internationally.

The procedures set forth below are to be followed by the all participants in global health field placements sponsored by TUC. It is the responsibility of the Field Study Coordinator to follow the procedures outlined below and educate all field study students, site coordinators, and preceptors in their countries of responsibility about these procedures during orientations and site development visits.

I. What should the TUC Field Study Coordinator do to prepare for emergencies?

1. The Field Study Coordinator will obtain from each student, prior to departure:
   a. Emergency contact information for the student;
   b. The Student Code of Conduct Agreement;
   c. Proof of enrollment in the Smart Traveler Enrollment Program (STEP). STEP is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

2. At a minimum, the following information should be provided to all global health field study students during the pre-departure orientation by the Field Study Coordinator.
   a. Information on where to obtain Travel Alerts issued by the U.S. State Department for the destination countries.

   b. Field Study Coordinators are required to subscribe to the U.S. State Department Travel Alert RSS feed and to monitor it for news on their representative country.

   i. The public health program understands that not all country Travel Alerts are relevant to field students (e.g., they may be about low level threats or affect an area of the country or a specific population with which students are not expected to come into contact).
ii. In the event of a relevant and serious Travel Alerts, Field Study Coordinators will notify Site Coordinators and all field-based students directly via email. Site Coordinators will then notify students via phone as email access at global sites might be unreliable.

c. Emergency contact numbers for participants to provide to their families and other concerned parties. This information will be included in the Field Study Handbook and will be given to the students at orientation. This emergency contact information will contain the following names, numbers, and email addresses:

i. US Embassy at travel destination(s)
ii. Site Coordinator
iii. Field Study Coordinator

d. Information regarding safety and security issues specific to the country. Participants should be advised to avoid travel to or through any location where tensions exist and travel may be dangerous.

e. Procedures for a medical emergency:

i. Participants should be informed that they are required to notify the Site Coordinator about any medical emergency, and that the Site Coordinator in turn is required to contact the Field Study Coordinator.

ii. This information will be treated with the strictest confidentiality, and will be shared by the Site Coordinator and the Field Study Coordinator on a "need to know" basis only.

iii. If the crisis involving the participant is grave enough to seriously jeopardize his or her safety or well-being, the emergency contact he/she has provided at the time of registration will be informed.

3. In the case of programs or extracurricular field trips which entail overnight absence from the home base, the student will leave a detailed written program itinerary with the Site Coordinator with written instructions on how they can be contacted in an emergency. The student will fill out a travel itinerary form and email copies to both the Field Study Coordinator and the Site Coordinator.

4. Site Coordinators will be required to attend an information session with Field Site Coordinators during in-country site development visits, during which they will receive various materials including an incident reporting and itinerary forms. Site Coordinators will be asked to sign a Statement of Understanding after the training session acknowledging that they:

a. have received, reviewed, and understand this protocol,
b. have received and understand how and when to use the provided forms,
c. fully understand their duties and responsibilities as Site Coordinators.
II. What is an emergency?

An emergency is any circumstance that poses a serious risk to, or that has already disturbed the safety and/or wellbeing of field study students. Emergencies will include, though not be confined to, the following types of events and incidents:

- Serious illness, physical or emotional trauma, injury or death
- Hospitalization for any reason
- Disappearance or kidnapping of a participant
- Criminal assaults against program participants
- Sexual assault or rape
- Arrest, incarceration, or deportation
- Automobile accidents involving program participants
- Terrorist threat or attack
- Local political crisis disruptive of civil obedience
- Natural disaster

What to do in the case of an emergency: Site Coordinator

1. In an emergency, the Site Coordinator’s first responsibility is to safeguard the immediate wellbeing of program participants. The Site Coordinator should take appropriate steps to assure the immediate safety and wellbeing of the participants, including, as appropriate, obtaining prompt and appropriate medical attention, embassy intervention or police protection.

2. The Site Coordinator and, when possible, the student, should contact the Field Study Coordinator immediately when an emergency event occurs or is imminent and brief them in detail about the situation.

3. As necessary, the Field Study Coordinator should notify the local U.S. Embassy or Consulate about the emergency, and follow whatever procedures they may suggest or require. If there is a continuing risk to the immediate safety or welfare of the participants (during a terrorist threat, for example), the Field Study Coordinator should ask the appropriate embassy or consular official to advise him/her on a regular basis about the evolution of the crisis, and about how the field study program should respond.

4. When all has been done to assure the participant’s immediate well-being, the Site Coordinator, with the aid of the student when possible, should gather all critical information, using the incident reporting form as a guide. The incident report should be sent to the Field Study Coordinator who will share copies with the:

   a. Global Health Track Chair
   b. Public Health Program Director and Assistant Director
c. Director of the PA Program regarding PA students, the director of the College of Osteopathic Medicine Global Health Program, and the deans of the colleges of Osteopathic Medicine and Pharmacy regarding MPH dual degree students
d. Associate Dean of Student Services
e. Dean of the College of Education and Health Sciences

5. The Field Study Coordinator should be contacted first by phone, with communication by e-mail and fax used as a last resort. Emergency contact information for the Field Study Coordinator is available and should be obtained from the Public Health Program. If the Field Study Coordinator is not available the Site Coordinator and student will send the incident report directly to the Global Health Track Chair and the PH Program Director who then contact the other concerned TUC parties

6. During an on-going crisis, the Site Coordinator should keep the Field Study Coordinator updated on a regular basis. While there may not be time to complete the incident reporting form initially, the Site Coordinator should use it as a guide and understand that it will need to be filled out and submitted to the manager when possible to facilitate management of the situation.

7. During a political crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, the Field Study Coordinator should advise the field study students to keep a low profile and avoid demonstrations, confrontations or situations where they could be in danger. The group should avoid locales where foreigners or Americans are known to congregate and attempt to be as inconspicuous as possible. The participants should be advised to follow the recommendations set forth in any Travel Alerts issued by the U.S. State Department.

8. All field study students will be evacuated in the emergency scenarios outlined at the beginning of section II. Evacuation for other incidents that might warrant concern and reporting but that do not pose an immediate threat to student safety and/or wellbeing (such as robbery or minor assault) will be decided jointly by the Field Study Coordinator, the Program Director. In the case of widespread conflict or natural disaster, Field Study Coordinator will reach out to local organizations to assist with ensuring the safety of local Site Coordinators.

a. In an emergency, Site Coordinators should urge participants to contact family members or other concerned parties as soon as possible to advise them of their personal situation. Wherever necessary, the Site Coordinator should attempt to facilitate such contact. Methods of communication may include email, phone calls, faxes, and posts to social networking websites.

b. In a medical emergency, the Site Coordinator or appropriate designee should accompany the participant to an appropriate health care provider for medical attention. The Field Study Coordinator should be contacted and made aware of the situation. No details of a participant’s medical condition should be shared unless the participant grants permission. If a medical emergency is critical and a participant’s family or other emergency contact should be
informed, the Site Coordinator should consult with the Field Study Coordinator to coordinate the contact with the participant’s emergency contact.

Upon receiving a call from the Site Coordinator or student involving a serious injury, death, or emergency, the manager will:

1. Start a log of all calls and activities.
2. Complete an Incident Report form, making sure to gather the following important information:
   a. Name of caller and of victim(s), if any
   b. Brief description of accident, injuries, and/or emergency, the steps that have been taken and the status.
   c. Location of caller- street, city, country
   d. Location of event, accident or emergency, proximity to student group
   e. Phone, cell phone, fax, or beeper number where caller is
   f. If any calls have been made to local law enforcement, U.S. Embassy or Consulate
   g. If any information has been released to the media
   h. If any specific plan of action is in place or anticipated

If a national/regional emergency – real or perceived – occurred, ask for answers to these questions:

1. What impact, if any, did any emergency have on availability of food, water, and medical supplies?
2. What was the target of unrest, if the event was political?
3. What is the intensity of the emergency or of the political unrest?
4. Are there military or emergency personnel at the site of the emergency?
5. Is the continuation of the travel program (and classes if involved) feasible?
6. How able are participants to travel in the country?
7. What is the advice of the nearest U.S. Embassy or Consulate?

For personal emergencies:

1. Has injured party been in contact with his/her family?
2. Do we have his/her permission to contact family or other concerned parties?
3. Has the injured party been hospitalized or received medical attention?
4. What is the contact information of the facility where the injured party is being kept?
5. Communicate with the necessary location personnel to develop a tailored response plan. Communication will be ongoing until the situation is resolved
6. Do not make any statement directly to the media. Refer inquiries to the Program Director or Dean of Student Affairs and follow recommendations regarding a consistent communication plan.
7. If an emergency has occurred, call the U.S. Department of State Citizen Emergency Center at 1-202-647-5225 for suggestions or assistance. For health emergencies, contact the Center for Disease Control at 1-800-232-4636.
# Site Coordinators and Field Study Coordinators

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<thead>
<tr>
<th>Country &amp; Site Coordinator</th>
<th>Site</th>
<th>Site Coordinator</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td><strong>Ethiopia</strong></td>
<td>Debre Markos University</td>
<td>Dube Jara</td>
<td><a href="mailto:jaradube@yahoo.com">jaradube@yahoo.com</a></td>
<td>(+251) 091 391 0575</td>
</tr>
<tr>
<td>Sahai Burrowes</td>
<td>Ethopian Midwives Association</td>
<td>Mengistu Derbe</td>
<td><a href="mailto:mengder2003@yahoo.com">mengder2003@yahoo.com</a></td>
<td>(+251) 091 188 6665</td>
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<tr>
<td>Field Study Coordinator</td>
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<td><strong>Bolivia</strong></td>
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<tr>
<td>Sarah Sullivan</td>
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<td>Field Study Coordinator</td>
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<tr>
<td>Carinne Brody</td>
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<td>Field Study Coordinator</td>
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## Statement of Understanding

Please sign below to indicate that you agree with the following statement:

“I certify that I have read and understood the above Global Health Field Study Emergency Protocol. I understand that the Protocol is designed to improve the management of emergency situations that arise during international travel and agree follow procedures as outlined within to the best of my ability.”

Signature: ____________________________ Date: ____________________________