

LaGrange College Travel Warning Policy

The U.S. Department of State issues Travel Warnings and Travel Alerts for certain countries and regions, and LaGrange College realizes these government advisories identify additional health, safety, and security risks for students, faculty, and staff traveling abroad. LaGrange College adheres to these warnings and approves travel in such countries by assessing their risk according to the following categories: Level 1 High, Level 2 Elevated, and Level 3 Watch. Requests to allow programs in a Travel Warning or Travel Alert country should be directed to the Associate Provost of General Education and Global Engagement who will consult with the Study Away Risk Management Team.

The Study Away Risk Management Team is composed of the Vice President for Academic Affairs, the Vice President for Finance and Operations, and the Vice President for Student Engagement. This team will assess activities in high-risk locations which include but are not limited to those that have been issued a Travel Warning or Alert by the U.S. Department of State. When requested to evaluate activities in a particular country or region, the team may consult relevant faculty and staff, as well as external resources such as [Centers for Disease Control](#) (CDC), [World Health Organization](#) (WHO), [Overseas Security Advisory Council](#) (OSAC), the College's insurance carrier, local contacts and government in those countries, and other national governments such as [Australia](#), [New Zealand](#), [Canada](#) and the [U.K.](#)

GUIDELINES FOR APPROVING TRAVEL TO COUNTRIES UNDER A TRAVEL WARNING OR ALERT

The Study Away Risk Management Team makes recommendations for approving LaGrange College programs based on the following guidelines. Note that even though the U.S. Department of State references U.S. citizens in its Warnings and Alerts, these guidelines apply to LaGrange College community members of all nationalities. LaGrange College's decisions are guided primarily by consideration for the health, safety and security of the entire LaGrange College community.

Those considering international travel should familiarize themselves with political, health, crime and other safety-related conditions prevailing in any country and specific locations within the country (ies) to be visited. The [U.S. Department of State](#) provides travel information on all countries and, as necessary, will issue a Travel Warning or Travel Alert for U.S. citizens under certain conditions:

Travel Warnings: *issued to describe long-term, protracted conditions that make a country dangerous or unstable. Examples might include civil war, ongoing intense crime or violence, disease, or frequent terrorist attacks. Travel Warnings remain in place until the situation changes, but may remain in effect for years.*

Travel Alerts: *issued to disseminate information about short-term conditions, generally within a particular country, that poses imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist attacks, election-related demonstrations or violence . . . are examples of conditions that might generate a Travel Alert.*

Not all Travel Warnings or Alerts are the same level of severity. Some recommend deferring travel to the entire country and authorize the departure of dependents of consular personnel. Others reflect dangers or risks in a specific region of the country. Some warnings simply highlight the risks and urge travelers to take prudent

security measures. For this reason, recommendations regarding programs in a country or region under a Travel Warning or Alert take into account the specific nature of the Warning or Alert, as well as the proposed activities and other related circumstances.

Level 1 High

Destinations where conditions have prompted the State Department and/or the CDC to forbid, restrict or otherwise urge U.S. citizens to defer all travel there.

LaGrange College will typically suspend or cancel activities if the U.S. Department of State issues a strong country-wide Travel Warning. These Warnings tend to include statements that:

- order departure of U.S. dependents and non-emergency personnel;
- recommend that any U.S. citizens remaining in the country should depart;
- urge or warn U.S. citizens to carefully weigh the necessity of all travel to the country;
- urge U.S. citizens to exercise extreme caution;
- strongly warn U.S. citizens against all travel to the country;
- urge or warn U.S. citizens to defer all non-essential travel to the country;
- warn that the U.S. Department of State is not able to provide routine consular services.

No single statement will automatically warrant suspension or cancellation. Further, factors other than the existence of a Travel Warning may justify suspension or cancellation of programs. The entire Warning, as well as information gathered from other sources, will be taken into consideration.

When the U.S. Department of State issues statements such as those listed above but only for a specific region within the country (and not the entire country), LaGrange College will typically suspend or cancel programs located within that region and it may suspend or cancel programs in surrounding or other regions.

For programs in countries or regions in this category, no applications/requests will be approved. If a warning is issued after programs have been planned and approved, but prior to departure, LaGrange College may suspend or cancel programs.

If participants are already on site, LaGrange College may suspend or cancel programs and instruct the affected participants to leave the country as soon as possible.

<p><u>Level 2 Elevated</u> Travel to a destination in the Level 2 Elevated category requires a signed travel risk waiver. Anyone under 18 years of age must contact the Office of Global Engagement for a hard-copy waiver which requires a parent/guardian signature.</p>	<p>When the U.S. Department of State Travel Warning is less strong, LaGrange College will consider applications/requests and may approve programs, but will generally advise the use of extreme caution and awareness, and may place conditions on travel to as well as within the country. Less strong warnings tend to include statements that:</p> <ul style="list-style-type: none"> - warn U.S. citizens of the (risks, danger, or potential risk or danger) of travel to the country; - urge U.S. citizens to evaluate carefully their security and safety before traveling to the country; - warn (caution) U.S. citizens to consider (carefully) the risks of travel to the country; - urge U.S. citizens to exercise caution; or - caution U.S. citizens to take prudent security measures. <p>Travel Warnings are updated on a regular basis. If a Travel Warning becomes more severe while participants are on site, LaGrange College may suspend or cancel programs and instruct the affected participants to leave the country as soon as possible. Information gathered from other sources will also be taken into consideration when deciding to approve, suspend or cancel a program.</p>
<p><u>Level 3 Watch</u> There is a slightly above baseline risk for destinations in the Level 3 Watch category. These destinations may face trends or upcoming events likely to result in heightened risk in the near future. A signed travel risk waiver is required.</p>	<p>When the U.S. Department of State issues a Travel Alert, LaGrange College will consider applications/requests and make decisions on a case-by-case basis. Information gathered from other sources will also be taken into consideration.</p> <p>Travel Alerts tend to expire on a pre-specified date, but may be extended. If an Alert becomes more severe while participants are on site, or if the Travel Alert is elevated to a Travel Warning, LaGrange College may suspend or cancel programs and instruct the affected participants to leave the country as soon as possible.</p>

Travel Risk Waiver: LaGrange College faculty, staff, students and non-students who have been approved to participate in programs in countries under a Travel Warning may be required to sign a Travel Risk Waiver stating they have reviewed the Warning or Alert and are aware of the additional risks associated with their travel.

Safety and Security Assessment: LaGrange College faculty and staff will be responsible for submitting with their course proposal or travel plans any safety and risk concerns and reporting what security measures are in place to reduce danger and risk. Assessments of accommodations, transportation, activities and destinations need to be considered.

Policy Application and Program Cancellation: This policy applies to all LaGrange College-sponsored travel, whether in short-term, travel-embedded courses or semester- or year-long study. LaGrange College is not responsible for the unapproved travel of its employees, students, alumni, or otherwise College-associated individuals. LaGrange College reserves the right to cancel a program and to make any alterations, deletions, or modifications in the itinerary and/or the scheduled activities.