



SAFETY: OUR PARTNERSHIP

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Continued



SAFETY: OUR PARTNERSHIP

Avoiding Scams and Other Crimes	Prevent being a victim by being alert and knowing how to identify scams Phone extortion and express or virtual kidnapping
Sexual Assault	Rape and sexual assault can happen to women and men anywhere in the world If you are sexually assaulted Reporting Sexual Assault, Rape, Sexual Harassment to UCEAP Reporting to the police Care after sexual assault Myths/Truths



Think about Safety: Have a Plan

Educate yourself for a safe and high-quality learning experience on UCEAP

Good preparation is critical for a rewarding, safe, and positive experience abroad. The following information should help you make informed decisions about your personal behavior and approach to safety on our program.

To avoid potentially dangerous situations, especially in unfamiliar environments, follow the same personal safety advice given by your UC campus while in the U.S. Maintain a complete sense of awareness and plan ahead for responses to unexpected and risky situations. To remain confident while living and studying in any location, it is important to consider 1) Prevention (avoid becoming an easy target), 2) Planning (think ahead about your response to a risky situation), and 3) Swift action (trust your instincts when in an uncomfortable situation; leave, run away, seek safe shelter).

Your responsibilities as a UCEAP participant:

- Participate in required orientations.
- Carefully read all UCEAP pre-departure materials, including this guide, your Program Guide, the UCEAP website, risk-assessment documents for selected countries, U.S. Department of State safe travel links, and other sources.
- Know who to call in an emergency and have a personal emergency action plan.
- Understand and comply with the UCEAP Student Agreement, policies, and emergency procedures.
- Prioritize your own security as your behavior can impact not only your safety but that of others.
- Report concerns or incidents to the UCEAP on-site representative ready to provide assistance.

Adopt a safe lifestyle

Personal safety is important while traveling anywhere, including the United States. The majority of UCEAP students will have safe experiences. However, even with the best-planned trips, things can go wrong anywhere in the world. Know how to prevent problems, how to manage an emergency, and to be prepared if a problem occurs.

UCEAP promotes a safety support system and will guide you on potential risks and necessary precautions. Situational awareness will help you to remain safe and secure during your program and personal travel.

Learn about your destination and discuss basic health and safety issues with your family and your UCEAP campus advisor before departure.

UCEAP Cannot:

- Guarantee your safety or eliminate all risks from study abroad environments.
- Monitor or control all of your daily personal decisions, choices, and activities.
- Prevent you from engaging in illegal, unwise, or dangerous activities.
- Assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for legal representation.
- Assume responsibility for actions or events, which are beyond UCEAP's control and its partners, or for situations that may arise due to your failure to disclose pertinent information.
- Assure that home-country cultural values and norms or U.S. safety codes will apply in the host country.



Basic Predeparture Steps

Discuss questions and concerns with UCEAP staff

Experienced staff in California and abroad are available to help you stay safe during your daily activities and emergencies.

Prepare for life and studies in an unfamiliar environment

- Educate yourself about cultural and legal differences.
- Your personal behavior, which only you can control, is the most important factor in your safety.
- Prepare now for living in an unfamiliar location. Consider how you might respond or react to unexpected situations, how you will conduct yourself in public settings, etc.
- Understand how you will tolerate adversity and uncertainty.

UCEAP expects you to actively minimize risks and prepare for potential hazards

Living and studying in an unfamiliar location comes with risks. You and your family play a role in reducing potential risks; together, develop a personal emergency plan to help you make informed, responsible, and reasonable choices concerning your health and safety.

Arrange to contact your family after arrival

Discuss communication expectations *before* the start of the program. Stay in touch with your family to reassure them of your safety and whereabouts. If you make plans to call at a certain time, follow through so your family does not worry unnecessarily. This is especially crucial when you first arrive.

Some UCEAP programs take place in remote locations. It may be difficult to anticipate where you may be at all times, so discuss what types of communication may be feasible, alternate communication plans if there is an unexpected delay, and how often you will communicate. If your availability changes, notify your family so they don't worry when you have not called as regularly as expected.

U.S. Department of State Resources

Register Your Trip

Register online with STEP ([Smart Traveler Enrollment Program](#)) if you are a U.S. citizen. Registration is free, easy, and voluntary. You will receive the latest travel updates and information on any destination. You only need to sign up once, and add and delete trips from your account.

Make STEP part of your travel planning and security. Update your travel plans if you will be traveling to other countries during your UCEAP break. This will help the U.S. Department of State contact you if there is a family emergency in the United States or if there is an emergency where you are traveling. Also, registration helps if your passport is lost or stolen while you are abroad.

There is a free Smart Traveler App, the official U.S. State Department app for U.S. travelers, in iTunes at <http://itunes.apple.com/us/app/smart-traveler/id442693988?mt=8>

Regularly monitor the U.S. Department of State's, [Consular Affairs' website](#), where the current Travel Warnings, Travel Alerts, and Country Specific Information can be found.

Review the U.S. Department of State, "[Traveler's Checklist](#)". It includes security information for those living and traveling abroad. In addition to information on the Internet, you can obtain updated information on security conditions by calling 1-888-407-4747 toll-free in the U.S. and Canada, or outside the U.S. and Canada on a regular toll line at 1-202-501-4444.



Sign your passport and fill in the emergency information

Have a signed, valid passport and a student visa, if required, and fill in the emergency contact information page of your passport. Always keep it in a safe place. Ask the local UCEAP staff and/or partners whether you can carry a copy of your passport with you and leave your original in a safe place.

Make two copies of your passport and carry additional passport-size photos. Leave one copy of your travel itinerary, passport data page, and visas with family or friends so you can be contacted in case of an emergency. Take the other copy and extra photos with you.

Know how and when to contact the U.S. embassy during your travels

Refer to www.usembassy.gov or use your mobile phone to contact the nearest U.S. embassy anywhere in the world. The site is accessible on any Web-enabled mobile device: apps.usa.gov/find-your-embassy.shtml. Consular duty officials are available for emergency assistance 24/7, at U.S. embassies, consulates, and consular agencies overseas and in Washington, D.C.

UCEAP 24/7 Assistance Resources

During your program you have access to knowledgeable and experienced local faculty and staff and the support network of the UCEAP Systemwide Office. In addition, you have the following 24-hour access to assistance services through the UCEAP student insurance policy.

1. Europ Assistance USA (EA/USA) will assist you when the unexpected happens, anywhere in the world, providing immediate support and assistance in times of problems, emergency, and distress. You can reach a multilingual coordination center 24 hours a day, 365 days a year. Services include but are not limited to, Pre-Trip Information, Emergency Medical Services, Security and Medical Evacuation when necessary, Loss of Personal Property, etc.
2. ACE USA is the UCEAP insurance provider.
3. iJET Intelligent Risk Systems (iJET), a leading provider of global intelligence services. You are automatically registered with iJET to obtain specific real-time alerts and trip briefs with customized travel information. You can create accounts to receive destination-specific alerts sent directly to inboxes, your parent's email address, cell phones, and other devices to keep travelers informed of developing events and issues before, during, and after travel.

You must print and carry at all times the [UCEAP insurance card](#).

Develop a personal emergency plan

Have a personal Emergency Plan (EP) to prepare for possible risks.

Some examples for your personal EP can include:

1. Where to go first in an emergency
2. Have an emergency cash reserve
3. How to get safely to your destination
4. A list of risks that are present at your destination and how you will manage them

Include a list of local staff who can help with an emergency and the local services to call if you are injured. Know how to ask for help in the local language.

The better prepared you are, the better you can respond effectively to an emergency and/or crisis. Leave a copy of your plan and emergency phone numbers with your family.

Know local emergency numbers

If you face an emergency abroad during UCEAP or your travels, know how to contact the police, an ambulance, and the fire department. Store the numbers in your cell phone and write them down on an emergency contact card in case your phone is misplaced. Carry a copy of your [UCEAP insurance card](#) with you at all times.



Know the laws of your UCEAP host country

When you are in a foreign country, you must obey all local laws and host institution regulations. You are subject to that country's laws and regulations, which may differ significantly from those in the U.S. and may not afford the protections available to you under U.S. law.

Legal and administrative processes may be substantially different from those in the U.S. and slow by our standards. Under the local legal system, penalties can be more severe than in the United States for similar offenses. A minor crime in the U.S. may be a severe crime elsewhere. And you may not have the same rights as someone arrested in the U.S.

It is your responsibility to inform yourself about the legal system in your UCEAP host country and in any country you plan to visit. Ignorance of local law is no defense to escape liability.

If you break local laws while abroad, the U.S. government can do very little to help you. You will not be granted special privileges or rights. The U.S. embassy may assist you in finding legal representation, but if you are accused or arrested for a crime, they cannot intervene on your behalf or get you out of jail. You will be responsible for bearing the financial burden of your legal representation and the outcome of a trial.

If You are Arrested

More than 170 countries have agreed, in the event that a foreign citizen is arrested in their country, to inform the respective foreign government of the detention. If you are arrested in a foreign country, your first statement to authorities should be a polite and calm request:

Ask to speak to a consular officer at the U.S. Mission. It is your right under international agreements to receive assistance from your government. Be polite, respectful, and calm, but insistent, and keep asking until you are placed into contact with an American official. Do not be surprised if your requests for consular access are ignored.

Many students may assume, quite erroneously, that the U.S. Government or the University of California will bail them out if they get arrested. Both the U.S. Government and the University are limited by local law and international practices.

Being bound by local law and custom means there may be no bail, and pretrial detention may last months. A prison may contain neither beds nor toilets. Inmates may be fed the minimum survival fare, if anything, and may be subjected to treatment considered inhumane by Western standards.

If arrested abroad, a citizen must go through the foreign legal process for being charged or indicted, prosecuted, possibly convicted and sentenced, and for any appeals process. Within this framework, U.S. consular officers provide a wide variety of services to U.S. citizens arrested abroad as well as their families.

If you are mistreated while detained, file a complaint. First, talk to the U.S. Embassy American Citizens Services to find out how you can report your complaint to the police chief or prison official.

After discussions, the U.S. American Citizens Services will insist that you be treated humanely and may be able to hold the country detaining you responsible if human rights are being violated.

Learn about road safety

Road travel is the greatest risk to healthy Americans abroad. No matter where you are in the world, wearing a seat belt is critical; protect yourself and buckle-up at all times both while abroad.

Do not operate vehicles abroad. In some countries, bad roads and careless drivers are considered top dangers. For information about road and traffic realities abroad, visit the [Association for Safe International Road Travel](#) website.



Pedestrian Safety

Over one million people are killed in road accidents worldwide every year. According to the U.S. Department of State, hundreds of U.S. citizens are killed and injured in road accidents. Many victims are bystanders or pedestrians. Danger for pedestrians is more acute in developing nations.

Using a mobile device as a pedestrian is a dangerous distraction that can lead to personal injury, or worse. Research shows that pedestrians, similar to drivers, are less aware of their surroundings and exhibit unsafe behavior when using their mobile phones.

Cell-phone related injuries are most common among youths. Activities such as emailing, talking on the phone, texting, or listening to music have contributed to some people falling off walkways or bridges and walking in front of moving traffic. If a text message, call, or email cannot wait, step aside, let others go by, and respond before proceeding.

- Be predictable; follow the rules of the road and obey signs and signals.
- Walk on sidewalks whenever they are available.
- If there is no sidewalk, walk facing traffic and as far from traffic as possible.
- Avoid alcohol and drugs; they impair your abilities and judgment.

For more information, visit the U.S. Department of State, [Road Safety Overseas](#).

Learn about water and swimming safety

Follow these basic tips for keeping safe:

- Do not swim in unfamiliar bodies of water or at isolated beaches.
- Never swim alone.
- Never swim while under the influence of alcohol or drugs.
- Never dive head-first.
- Check local information for details of tides, currents, and pollution. Tide changes can produce powerful currents.
- Rip currents and undertows can be very common at many beaches.
- Do not swim where there are no lifeguards present.
- Check for possible hazards from jellyfish, sea urchins, coral, sea snakes, sharks, and venomous fish. Saltwater crocodiles live in coastal estuaries in many countries.
- Human sewage and animal feces make some beaches no-go areas for swimming or even wading.
- If you find yourself unable to reach shore, wave your arms and yell for assistance.

Find security reports about your host country

For the latest security information, regularly monitor the U.S. Department of State's [Learn about your Destination](#) page and official news sources.

Know how to ask for help in the local language

Get emergency vocabulary before you travel and memorize words for both medical and non-medical emergencies.

If you have a disability, learn specific vocabulary relating to your disability to communicate important needs during an emergency.



While on UCEAP

Required On-site Orientation

When you arrive at your host country, the required orientation will include a review of local safety and security guidelines, culturally appropriate behaviors and information on how to remain safe.

Check your Email Regularly

Email is our primary means of communicating with you. Inform us if your email address changes.

You are responsible for providing UCEAP with updated contact (telephone, address, and email address) information in MyEAP and to being responsive to UCEAP officials and its partners from the time of application through the end of the program. Failure to timely respond to UCEAP officials and its partners may lead to dismissal.

Update your spam filters to ensure that you receive all UCEAP communications.

Use MyEAP to provide and update your local contact information

- Log on to your MyEAP account.
- Select **Contact info** from the left-hand menu under Student Information.

Add and/or update “Address Abroad While Participating in UCEAP.” If you do not have reliable access to the Internet, provide your local contact information in writing to the UCEAP local faculty/staff or liaison officer. Provide your family with accurate and updated local contact information, including country and city codes.

MyEAP Travel Signout

For your own welfare, any time you will be away from your host city for more than 24 hours during the program, you must sign out. An emergency may arise abroad or at home that may require reaching you promptly. You are required to carry emergency phone numbers and a copy of your [UCEAP insurance card](#) with you at all times.

Carry local contact information with you at all times

Have the UCEAP Study Center and/or host institution contact information.

UCEAP and emergency contact information is published in your UCEAP Program Guide.

Communicate with UCEAP and your family during a local or regional disaster

In the event of a local emergency (earthquake, flood, etc.), a UCEAP representative will contact you to determine your well-being and whereabouts, and to provide information, instructions, and advice. You may also be asked to call other students in your group if the UCEAP Study Center established a phone tree for emergencies.

Details on emergency protocols will be discussed during the on-site orientation; pay careful attention to those instructions. News about an emergency or disaster in your host country may be broadcast in the U.S. Contact your family and friends in the U.S. immediately to inform them that you are safe.

What to do and who to contact during a personal emergency

Carry local emergency numbers (police, ambulance, etc.) and program emergency contact information with you at all times. Depending on the seriousness of the situation, contact local emergency services first and then contact your UCEAP representative.

Let the UC Study Center/Representative know of any emergency before contacting your parents, guardians, or emergency contacts as local staff can respond immediately.

Carry a copy of [your insurance card](#) always.

Keep separate emergency funds in case you are stranded or need to leave the country quickly.



Independent personal travel

- ▶ **Do not hitchhike.** Hitchhiking introduces risks for both men and women, and it is not a safe way to travel in most parts of the world.

Provide a detailed itinerary to the UCEAP Study Center and your family whenever you leave the UCEAP site for more than 24 hours. The itinerary should include your contact information, travel dates, and destinations.

How?

- Log on to your MyEAP account
- Choose **Travel Signout** under Participation

If you do not have easy access to MyEAP, provide information above in writing to the Study Center staff/faculty. If your family does not hear from you for a while, they might worry needlessly. If you have not signed out, UCEAP cannot reassure them.

Safety while Traveling

Know where you are, where you are headed, and how you are getting to your destination.

UCEAP strongly discourages couch surfing through online networks that connect you to people who will let you sleep on their couch for free. Safety is your primary concern and responsibility; whether you choose to couch surf or not, make sure someone knows where you are at all times. Always keep emergency phone numbers at hand and note where police stations are located in every city you visit.



Take Precautions Abroad to Reduce Risks

Be aware of your surroundings and avoid being a target of crime

Risks upon Arrival:

Newly arrived travelers are often targets of crime because they:

- Are unfamiliar with their surroundings
- Might not speak the local language well
- Are recognizable as foreigners
- Have not yet learned the social norms or unwritten rules of conduct
- Are eager to get to know new people and the local culture
- Are naive to the intentions of people around them
- Are carrying all their valuables with them
- Wear headphones and/or talk on cell phones when walking around, crossing streets, jogging.

Actions to Avoid:

Some factors that you can control, which may place you under greater risk, include:

- Being out after midnight
- Being alone at night in an isolated area (travel with someone whenever possible)
- Being in a known high crime area
- Sleeping in an unlocked place
- Being out after a local curfew
- Being under the influence of alcohol or drugs
- Carrying excessive amounts of cash and/or valuable property

Pay attention to your actions and appearance and try to adapt

- ▶ Always be aware of your surroundings and practice risk avoidance techniques.

Prepare for your new environment by learning about the sociocultural norms of your host country and understand how your own culture is the same or differs from the local culture. Adapt your behavior to the customs and expectations of your host country. To succeed in your new environment, you will need to be resourceful, willing to learn from your mistakes, determined to stay, and be able to keep an open mind.

Be aware of local dress codes and customs and try to adapt accordingly. Be culturally sensitive without compromising your safety. In your new surroundings, others may misinterpret or be offended by what you may consider normal dress and interaction. Social gestures that may seem innocuous in your culture may be interpreted in radically different ways in other societies. Make sure your appearance is respectful of local customs; do not risk drawing negative attention to yourself by wearing inappropriate clothing. Understanding local culture will help you stay safe.

Prepare to live in an urban environment

Many UC Study Centers are in major international cities. You may experience conditions generally associated with dense urban living: increased crime, pollution, sexual harassment, and standards of living that are not comparable to life at UC. Practice the same safety tips you would in any place you are not familiar with. The more you learn now about these realities, the better prepared you will be to handle the challenges and rewards of studying abroad.



Safeguard your belongings from damage or theft

As on your UC campus, you are responsible for your personal property. You can safeguard your belongings from damage or theft by making sure that your room and windows are locked, and by securing money, travelers checks, and other valuables.

Review the personal property insurance benefits in the [UCEAP Insurance Plan](#) and determine whether they are adequate.

Fire safety

Plan ahead and keep fear under control

The importance of fire protection is often overlooked. According to the U.S. Fire Administration, almost 70 percent of all residential fire victims in the United States die of smoke inhalation, poisonous gases, or lack of oxygen—not severe burns.

Fire can pose a significant risk, especially in countries where there is no fire brigade, where buildings are not constructed to minimize fire hazards, and few people know about fire safety.

Fire safety standards differ drastically around the world. Many overseas locations do not meet U.S. standards in terms of fire protection and regulations (e.g., fire sprinklers, smoke alarms, fire extinguishers, etc.), means of escape, and fire-fighting capability. Some older buildings are constructed to minimal standards.

Although many fire departments around the world have equipment that can reach above a second floor, most do not have equipment to reach beyond a seventh floor. If you live in a multi-story building, request a room no higher than the seventh floor.

Fire safety can save your life. It is a shared responsibility between UCEAP (orientation and training of students), the community (well-trained and prepared emergency responders), and the individual student. You are ultimately responsible for your own safety during a fire. Know how to react should a fire occur.

Practice a fire escape plan and fire-safe behavior regularly. During a fire, you may have less than one minute to get safely out of a building. Knowing what to do can mean the difference between life and death.

Always consider fire precautions in any building you visit, particularly how to escape. **Take the time to inspect your lodging for possible safety hazards**, including lack of smoke detectors, exposed wires, and improperly operating heating and cooking equipment.

Identify Fire Hazards

- Identify potential fire hazards (see below for partial list) and take steps to minimize or eliminate hazards. Eliminating fire hazards associated with electricity, natural gas, and flammable liquids will go a long way toward reducing your fire risk.
- Smoking in bed or careless smoking. Careless smoking is known to be one of the primary causes of home fires. If you don't discard a cigarette properly, loose embers that are hot can ignite when they come in contact with a flammable surface.

Other significant hazards include:

- Smoke alarms that do not work.
- Expired or inoperable fire extinguisher.
- No escape plan.
- Overloaded extension cord. Overloaded electrical outlets.
- Using a space heater that is not laboratory tested and approved.
- Frayed cord plugged into wall socket.
- Electrical cords under carpets or across high-traffic areas.



- Electrical appliances left on (hair iron, etc.)
- “Daisy-chained” power strips (one plugged into another).
- Power strip without circuit breaker.
- Flammables close to a source of ignition.
- Unattended candle, fireplace, or space heater.

For more information on fire safety around the world, visit the [Fire Safety Foundation](#).

Prevention

Taking a few sensible precautions, you can help protect yourself, and others, from injury—or worse:

- Ensure you have a working smoke alarm and test it weekly. Smoke alarms with a vibrating pad or flashing light are available for people who are deaf or hard of hearing.
- If you smoke, never smoke in bed; when you finish a cigarette, put it out completely and make sure all cigarette ends are cold before emptying ashtrays into bins
- Be aware of where fire alarms are located and fire equipment is kept
- Draw an escape route. Plan and practice it with your housemates. If you use a walker or wheelchair, check all exits to be sure you can get through the doorways easily.
- Students with mobility disability are encouraged to have their bedroom on the ground floor and as close as possible to an exit.
- Keep a flashlight on hand to help guide you through smoke

Living in Halls of Residence

If you have any concerns or questions about fire safety in residence halls (e.g., you’ve spotted a fire risk), speak to officials at your host institution and/or bring it to the attention of the UCEAP representative abroad.

If you have a disability and would need assistance during a fire, let the university or college health and safety officer know when you arrive.

You should also:

- check what the fire safety rules are, such as any ban on candles in rooms
- pay attention to fire drills, if practiced, and never ignore alarms

Living in Privately Rented Accommodation

If you live in a private house or apartment, make sure it’s fitted with smoke alarms on each level of the property and that they are tested regularly. If there are no smoke alarms, purchase one, and install it. If you cannot mount the alarm on a wall, place it on a high surface, with the top of the alarm not closer than 4 inches or more than 12 inches from the ceiling.

Check that your escape route is clear. For example, make sure there are no boxes blocking your exit in the hallway, and be aware of any windows that are barred.

If you are studying in England, you can request a home fire safety visit from your local Fire and Rescue Service. They may provide and fit a smoke alarm for free.



Fire Safety in Places of Assembly

Some of the deadliest fires in the United States have involved places of assembly: nightclubs, theaters, concert halls and auditoriums. The ability to exit quickly and safely is critical. Stay sober. In a packed arena or a club that is pushing the capacity limit, common sense and a calm demeanor can mean the difference between life and death.

Be observant: Know where the exits are. Walk around the club and check out exits firsthand and see what kind of doors they have. If it appears the show involves indoor fireworks, consider leaving. If a fire alarm goes off, stop what you are doing and get out.

Have an Exit Strategy: Share the location of that nearest exit with your group. Agree that at the first sign of trouble, you will all proceed to the exit without delay. Once the show begins, remain vigilant. If you think there's a problem, LEAVE IMMEDIATELY. Do not delay if you are concerned about safety. Every second counts.

Is it too crowded? If it feels too crowded, then it is, and you should avoid it.

Have a Plan

Preparing and practicing a plan will help you, and others, act quickly if there's a fire—it can save your life.

Locate Your Exits: Count the doors between your room and the nearest exit; this could be a lifesaver if you have to crawl low under smoke through a smoke-filled room or corridor.

Have a Fire Escape Plan: A free burning residential fire can double in size every 30 seconds. An escape plan will help you get out quickly. The residence will quickly fill with blinding, choking, thick black smoke, so practice evacuating the building blindfolded. Begin planning your escape from a fire when you move into your residence. Should a fire occur, you will be able to act efficiently and without panic.

Portable Fire Extinguisher: Fire extinguishers are valuable safety tools when you know how to use them. A 5-lb. fire extinguisher with a 2A-10BC rating is sufficient for most residential fires. Caution: a fire extinguisher is intended for use on small fires only. If you cannot extinguish the fire with one extinguisher, get out of the building immediately.

Fire Escape Ladder: A portable ladder may be helpful if your room is on a higher floor of a building. If you do not have a portable ladder, don't jump. It would be safest to drop from a window.

Whistles: Have a key-ring loud safety whistle for any kind of rescue to attract attention.

Cell Phones: Have a reliable and charged cell phone. Enter the local emergency numbers (keep a hard copy of all numbers in your wallet).

Smoke Alarms: A properly installed and maintained smoke alarm is the only thing that can alert you to a fire. Since smoke and many deadly gases rise, installing your smoke alarms at the proper level will provide you with the earliest warning possible. Always follow the manufacturer's installation instructions. If you cannot mount the smoke alarm on the wall, place it on a high surface since smoke and many deadly gases rise.

- ▶ **Pack a portable, battery-operated smoke detector for use in private lodgings and/or hotel rooms while traveling during breaks.** A smoke detector should be temporarily located as close to the ceiling as possible in a hotel room.



ACT

If a fire breaks out:

- Do not investigate the fire
- Immediately leave the building if you hear a fire alarm; do not second-guess the alarm.
- Crawl on the floor if there's smoke (smoke is toxic and can kill you); the air is cleaner near the floor
- Use the stairwell or fire escape for evacuation. **DO NOT USE ELEVATORS.**
- Stay calm so you can take steps to protect yourself.
- Close all doors between you and the fire and stuff wet clothing, towels, etc., in cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help.
- Never open doors that are hot to the touch. When you come to a closed door, use the more heat sensitive back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame to make sure that fire is not on the other side. If it feels hot, **do not** open the door; use a secondary escape route if there is one available. Even if the door feels cool, open it carefully. Brace your shoulder against the door and open it slowly. If heat and smoke come in, close the door immediately, and make sure it is securely closed, and then use your pre-planned alternate escape route.

SURVIVE

- If your exit path is clear, crawl into the hallway. Stay close to the wall to avoid running into others or into rescuers. If there is smoke in the hall but no fire, crawl to the exit. Cover your mouth and nose with a wet washcloth in case the smoke becomes too thick for you to breathe.
- When going down the stairs, hold the handrail for guidance. This will also help protect you from being knocked down by other people trying to escape. If you encounter heavy smoke in the stairwell, do not try to run through it. You may not make it. Turn around and walk up to the roof exit.
- If you cannot leave the room, retreat to a place with an outside window remote from the fire, smoke, or emergency situation and scream for help if possible. Place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Do not leave the window open. Leaving it open can draw in fresh air and feed the fire. Sometimes opening a window will change the air pressure in the room and smoke may enter the room from the inside or the outside of the building. If smoke starts to enter the room through the open window, from around the closed door, or through vents, *immediately close the window.*
- If you really must get out of the window, look for a ledge; if there is a ledge, you can get yourself out onto the ledge facing the building. Always face the building structure when exiting a window on an upper floor.
- Protect yourself from smoke inhalation when inside. Take a shirt or a rag and get it wet. Place it over your nose and mouth. This will only buy you a minute or so, which is not a lot of time, but it does help to filter those products of combustion which lead to smoke inhalation. Smoke inhalation causes people to become disoriented and can even render a person unconscious.
- **If your clothing catches on fire: STOP, DROP, and ROLL:** If you are caught in smoke, do not stand upright; crawl or keep low to the floor to avoid smoke and odorless carbon monoxide. Practice staying low to the ground when escaping. Smoke rises, so stay close to the floor where the air will be less toxic. The "safety zone" of breathable air is about 12 to 24 inches above the floor.



Encountering Racism While Traveling

You may encounter racism while traveling. Depending upon the location, there may be common misperceptions, benign curiosity, and even specific stereotypes of people of a certain race. You will always have a choice about how to deal with these situations. Among other things, you can report racism to a relevant authority, educate people on your own, or try to ignore it and enjoy your travels. Whatever you do, make sure that you do not compromise your own health and safety to tackle racism while traveling. For more information refer to the [Student Life](#) chapter in this guide.

Avoid demonstrations and events that may become unruly

Abide by the regulations of the host institution and laws of the country. Although strikes and demonstrations may occur in your host country, you may be arrested and/or deported if you participate in local political activities, including peaceful demonstrations. The local constitutions of many countries around the world prohibit political activities by foreigners.

- ▶ If you are involved with a protest, demonstrations, riots or incursions, the UCEAP insurance policy will not provide coverage.

Avoid demonstration areas and be cautious within the vicinity of any demonstrations. Seek shelter immediately. Anti-American sentiments may be expressed at some political events. Demonstrations that are intended to be peaceful can sometimes turn violent.

Participating in an illegal demonstration or strike could lead to physical harm, arrest and deportation. It may also damage UC's relationship with the host institution or country.

UCEAP Emergency suspension and contingency plans

Planning in the event of an emergency is crucial while you are abroad. Safe evacuations and/or relocations are not easy and can be a deeply unsettling and chaotic experience to many students.

The UCEAP emergency management plan is a dynamic process that begins well before any critical event and extends beyond its conclusion. It follows a multi-level response. An evacuation plan is one way to ensure the safety of all UCEAP students, faculty, and staff and reduce their exposure to a risky situation. The goal of the evacuation plan is to provide a reasonably less dangerous environment for all students.

Every stage before, during, and after an emergency situation and/or evacuation will present different challenges and will require UCEAP to implement different strategies for effective management.

As a crisis develops, the on-site faculty/staff, host institution, and staff in California will constantly assess the nature and extent of the emergency. University of California first responders will strive to minimize UCEAP students risk exposure first. This responsibility may, at times, appear in conflict with the premise that students are adults; there is no autonomy or independence when it comes to following UCEAP instructions during an emergency. In matters relating to personal safety, the authority of the University of California or a local government will supersede any individual wishes. While everyone responds to and deals with emergencies in a different way, and you may feel that UCEAP acted prematurely, the University does not negotiate the handling of an emergency or crisis. You must quickly follow all UCEAP instructions and respond in a mature, respectful, and responsible fashion. UCEAP decisions made during a crisis will vary depending on the nature of the event.

Security Evacuation

A UCEAP-required security evacuation will override any host institution or local U.S. Embassy voluntary departure of US citizens on U.S. government-arranged flights that require U.S. citizens to sign a promissory note with the government.



The security evacuation of UCEAP students, managed by UCEAP, is covered by UCEAP insurance (there is no cost to the student). UC students are required to follow UC safety directives in the event of an evacuation.

If a local situation requires increased caution, shelter in place, or a program suspension and evacuation of participants, UCEAP will activate its contingency plans for the specific location. For security reasons, contingency plans are not public and cannot be shared with anyone except UCEAP faculty and staff.

UCEAP Program Suspension Policy

If the U.S. Department of State or the U.S. Centers for Disease Control and Prevention issues a Travel Warning after the start date of the program term, UCEAP may suspend the program.

If time and local security conditions permit, UCEAP will consult with the UC Study Center Director, U.S. Department of State regional and security analysts, University of California Office of Risk Services, University of California security provider and insurance carrier, other organizations that offer programs in the same country, and area experts to determine the appropriate time frame for suspending the program and/or the departure of the students from the host country.

When possible, UCEAP will assist students in completing their academic program while minimizing adverse financial consequences.

In the Event of a Local Emergency

There are many types of disasters and emergencies: floods, fires, earthquakes, hurricanes, tornadoes, civil unrest, etc. Being prepared can reduce fear, anxiety, and losses. Communication lines usually break down during a major local emergency, so discuss all the ways you and your parents can connect—via cell phone, text (which sometimes works even when cell networks are jammed or down), email, online social networks, land lines, and through UCEAP. It is critical to provide your local contact information to your parents, UC campus officials, and the Study Center Director or host institution. The Systemwide Director will contact you and the other UCEAP participants immediately to ascertain everyone's welfare and to provide information, instructions, and advice. You are advised to contact your parents/guardians or other emergency contacts. Depending on the emergency, the UCEAP Systemwide Office will post a message on the UCEAP website, www.eap.ucop.edu/911, and provide email updates to your emergency contacts and parents. Make sure you enter your parents' email address in MyEAP.

Regardless of the nature and extent of a crisis, it usually has an impact on everyone in the UCEAP community. Local staff, host universities, parents, families, friends, and UCEAP staff in California may be profoundly affected by every tragedy, emergency and unforeseen crisis that could occur during your UCEAP experience. The host country nationals and local students in your classes, faculty, and staff are just as deeply touched and impacted by the local events and will require emotional support and stress relief.

Avoid illegal drugs and excessive or irresponsible consumption of alcohol

Never feel pressured into drinking alcohol or using illegal substances. Read the [UCEAP Substance Abuse Policy](#).

Obey local laws and regulations, especially those pertaining to drug and alcohol use. Excessive alcohol consumption and unruly behavior can lead to serious problems with local authorities. Disturbing the peace, lewd or indecent behavior, littering, drinking on the street or on public transportation, etc., may be considered criminal activities by local authorities. Every year, many American students are arrested abroad on drug charges or because of their behavior under the influence. Ignorance of the law is no excuse, so be informed.

Local laws can impose harsh penalties for violations that would be considered minor in the United States. Having U.S. citizenship will not exempt you from prosecution under the local criminal justice system.



Avoiding Scams and Other Crimes

Prevent being a victim by being alert and knowing how to identify scams

Beware of Offers for “Free” Drinks

Unfortunately, some UCEAP students have been victims of spiked drinks. Designer drugs are being used in many parts of the world to take advantage of unsuspecting victims. Some of the drugs used are: Rohypnol, GHB, Ecstasy, Ketamine, Burundanga, etc. Drinks of any type can be spiked, including water, coffee, sodas, and alcoholic beverages. You may not be able to see, smell, or taste if your drink has been spiked—the drug may be colorless, odorless, and may not affect the taste of your drink, or it may taste salty. The effects of Rohypnol can be felt within 30 minutes of being drugged and can last for several hours. GHB takes effect in about 15 minutes and can last 3 or 4 hours. It is very potent. Ketamine is very fast-acting. You might be aware of what is happening to you, but unable to move. It also causes memory problems. If you are drugged, you might look and act like someone who is drunk. Most victims don't remember being drugged or assaulted.

Warning signs include: feeling dizzy or faint, feeling sick or sleepy, feeling intoxicated or confused—even if you've only consumed a little alcohol—passing out, and waking up feeling uncomfortable and disoriented with memory blanks about the night before.

To minimize your risk:

- Watch your drink and watch out for each other's drinks.
- When in bars or clubs, always get your drink directly from the bartender and do not take your eyes off the bartender or your order.
- Do not accept open drinks. Open your own bottle or container.
- Never leave your drink unattended.
- Do not share drinks.
- Do not drink from punch bowls or other common, open containers. They may already have drugs in them.
- Keep your eyes and ears open; if there is talk of date rape drugs or if friends seem “too drunk” for what they have ingested, leave the party or club immediately.
- If you think your drink tastes funny, discard it. If you leave it lying around, someone else may drink it. Do not listen to anyone if they challenge your better judgment, for instance by telling you things like, “That salty taste is normal.” GHB can give your drink a salty taste.

Rental Scams

The FBI has released a statement about a Craigslist rental scam, in which con artists target renters in the U.S. and try to collect rental deposits on homes they do not own. The number of fake rental scams on Craigslist and other online classifieds continues to grow, with new aliases appearing daily. They use most major email providers and they also post ads under anonymous Craigslist addresses. They use photos stolen from legitimate property advertisements or from home furnishing catalogues or hotel websites. Scammers will quote extremely low prices to attract your attention. If you show interest, you will receive a lengthy email detailing why you cannot inspect the property in person, typically because the owner is out of the country.

To minimize your risk:

- Seek advice from someone trustworthy.
- Never, under any circumstances, wire money at the request of any prospective “landlord” via Western Union, Moneygram, or any other wire service—even if they tell you to wire the funds to a friend or relative's name “to be safe.” It is unlikely you will recover money sent by wire transfer by the time the fraud is discovered.



- Never send a scan of your passport or other ID. Do not provide your date of birth, details about your trip, or U.S. address to someone you do not know. These thieves will use your identity to scam others.
- Independently verify the company or agency is legitimate. Do not just go by the website or phone number. Find some other way of verifying they exist.

Phone extortion and express or virtual kidnapping

“Express kidnappings” have become increasingly popular among criminals in many locations. Abductors often force victims to make purchases or to withdraw as much money as possible from ATMs, often at gunpoint.

Phone extortion is an attempt to extort money from vulnerable targets (parents, family members, friends, associates, etc.). It often begins with a call (or email message). Criminals usually get an adequate amount of public information about the victim through Internet searches.

Common Elements

Phone extortion takes various forms. The caller may call you, and/or your relatives in the U.S. to say that you were kidnapped or arrested and in need of a lawyer, etc. The caller may demand quick payment of a ransom. Sometimes cries can be heard in the background, supposedly from you, the kidnapped person.

To minimize risk:

1. Share your travel plans and contact information only with a small circle of trusted individuals (e.g., close family, your university officials).
2. Limit your use of online social networks—such as Facebook, Tumblr, or Twitter—to announce your plans.
3. Do not share personal information online; it is neither safe nor secure.
4. Watch your email activity. Unexpected emails asking you to verify your account could be phishing for your personal or financial information. Don't take the bait. Make it a policy never to respond to emails or pop-ups that ask for your personal or financial information, click on links in the message, or call phone numbers given in the message. Do not cut and paste a link from the message into your Web browser, either; phishers can make links look like they go one place, but then actually take you to a look-alike site.
5. Leave a detailed itinerary and contact information with a trusted person.
6. **Do not** share personal information with unknown callers.

If You Receive This Type of Call

If you or someone in your family receives this type of call:

1. Remain calm and do **not** provoke the caller. In the majority of cases, it is a show in order to create fear. Criminals are aggressive and demand immediate action.
2. Do not share any personal and/or financial information if you get a call. Get as much information as possible.
3. Do not transfer funds to any given account.
4. Ask to talk about the alleged victim or have the caller answer a proof of life question from the victim (first grade school teacher, favorite color, first pet, etc.)
5. Hang up as soon as possible. After the call, immediately try to find the alleged victim.
6. If he or she does not answer and you cannot communicate with the person, call the emergency phone numbers for the UCEAP representative abroad and/or the UCEAP Systemwide Office in California so they can help locate the alleged victim.



Sexual Assault

Rape and sexual assault can happen to women and men anywhere in the world

In the United States violence, specifically sexual assault, continues to be a serious problem on college and university campuses. Sexual assault is defined as any unwanted sexual contact, including rape.

Victims do not cause sexual assault. It is wrong for anyone to have any sexual contact with you without your consent—regardless of how well someone knows you, how much you've had to drink, or whether some of the sexual activity was consensual.

It is considered rape if:

- you're too drunk to understand a person trying to say "No"
- you're too drunk to listen and respect a person trying to say "No"
- you have sex with a person who is incapable of giving consent.

Even if you think you would never force sex on a person, you might lose control if you have been drinking.

If you are sexually assaulted

If you have been sexually assaulted while abroad, get yourself to a safe place and consider talking to a friend and/or to the relevant UCEAP staff/faculty representative abroad as soon as possible.

If you find yourself in a situation where you cannot make it home for the night, be sure you are in a safe and secure environment. Call the UCEAP local representative for help.

Consider getting medical attention.

Reporting the incident to law or university officials is completely up to you. Understanding that reporting is an intensely personal process, and is considered empowering and therapeutic for some yet emotionally draining and unsatisfactory for others, the University respects your right to decide whether or not to report.

The UCEAP insurance policy provides an Emergency Reunion Benefit to pay for the travel expenses of a family member to join you while abroad. Covered expenses include a roundtrip economy airline ticket and food and lodging expenses not to exceed \$500 a day for up to 10 days. Benefits will not be paid unless the insurance carrier authorizes all expenses in advance and services are rendered by Europ Assistance, the UCEAP travel assistance provider.

Reporting Sexual Assault, Rape, Sexual Harassment to UCEAP

Rape and sexual assault can happen to women and men of all ages and backgrounds. While most UCEAP students abroad do not experience sexual assault, UCEAP officials are becoming more aware of students being sexually assaulted while abroad because students are choosing to report. Sexual assault is a very traumatic experience—whenever and wherever it happens—but it may be more difficult to deal with when it happens in an unfamiliar setting. UCEAP officials in California and abroad and UC host institution officials will be as helpful and responsive as possible with you if you choose to report rape or sexual assault, or attempted rape or sexual assault.

The UC Study Center Representative

Cultural and social attitudes toward rape and sexual assault victims may vary greatly in different countries. The support you receive from law officials and others, in addition to the resources available to you, will vary from country to country. In the United States, for example, if you tell a medical professional that you have been raped, he or she is legally required to report your name and situation to the police. However, you have the legal right to refuse speaking with the police. Laws in other countries may provide you with more or less decision making power. Therefore, it is important to consult with UCEAP staff/faculty abroad.



UCEAP Title IX/Sexual Harassment Officer

If you have been the target of a sexual assault, including rape, you may request an administrative investigation with or without filing a police report.

Contact Inés DeRomaña at ideromana@eap.ucop.edu

Reporting to the police

If you decide against reporting the incident to the police, it is still a good idea to have a medical exam to see if you were injured and to check for sexually transmitted diseases and pregnancy. Be aware, though, that some countries will require the attending physician to alert the police. You may receive an exam and avoid legal involvement by not disclosing the sexual assault to the medical professionals if you do not want to report the assault to the police.

Care after sexual assault

Different people react to the trauma of sexual assault in different ways. As a survivor, you might feel angry, ashamed, frightened, or guilty. You may have different feelings at different times. You may have some of these feelings soon after the attack and some may develop later on, even years later. This is normal after such trauma and you should consider getting help and advice from a counselor or support group whenever you feel you need to. UCEAP can provide you with information on what professional and legal help is available to you—both locally and in California.

Myths/Truths

MYTH: Rape is uncommon.

REALITY: According to United States Department of Justice document, *Criminal Victimization in the United States*, there were overall 191,670 victims of rape or sexual assault reported in 2005. Only 16 percent of rapes and sexual assaults are reported to the police (*Rape in America: A Report to the Nation*, 1992).

Worldwide, a United Nations statistical report compiled from government sources showed that more than 250,000 cases of male-female rape or attempted rape were recorded by police annually. The reported data covered 65 countries. For additional worldwide statistics, visit Nationmaster.com

MYTH: There are many false rape reports. Many women make false rape accusations because they changed their mind after having sex, or in order to get revenge on someone.

REALITY: False rape reports are very rare and are not more common than for any other felony crime. In reality, sexual assault is the most underreported violent crime in the U.S. 84 percent of rapes are never reported to the police.

MYTH: Sexual assault is an impulsive crime of passion and lust.

REALITY: Rape is not sex. Sexual assault uses sex as a weapon to dominate, humiliate, and punish victims. Perpetrators plan most sexual assaults in advance. Sexual violence is not just an individual or relationship problem, but stems from institutional sexism, racism, heterosexism, and other forms of oppression.

MYTH: Only young, attractive women are sexually assaulted.

REALITY: Sexual assault is a crime of power and control, not sexual attraction, and perpetrators often choose victims whom they perceive as vulnerable. Sexual assault survivors include people of all ages, gender identities, sexual orientations, races, classes, etc.

MYTH: Men cannot be raped.

REALITY: Men represent 13 percent of sexual assault survivors (*). Typically, the perpetrator is a heterosexual male. Being sexually assaulted cannot “make someone gay.”

*Department of Justice, *Criminal victimization 2002*, Washington, DC: U.S. Government Printing Office; 2003.