Faculty Leader Training

- Welcome and Introduction
- Faculty Leader Roles & Responsibilities
  - Ethics and Appropriate Conduct
  - Students in crisis and promoting wellbeing
  - Risk management and mitigation
- Student Conduct
- Online Faculty Resources
- Crisis Response Overview
- Preparing to Respond
- Exercise: Setting Expectations
- Key CPIC Contacts
Welcome & Introduction

- The Faculty Leader Training is required for all Cal Poly faculty leading groups of students abroad

- It applies to faculty leading academic programs (e.g., Cal Poly Global Programs) and non-academic programs (e.g., Engineers Without Borders)

- Cal Poly Global Program Faculty Leaders must also review the ‘TRAINING SUPPLEMENT: Cal Poly Global Programs’ prior to departure

- This training can also be utilized by Cal Poly student leaders who are traveling abroad with a group of their peers
Faculty Leader Roles & Responsibilities

- Faculty Code of Ethics

- Amorous Relationships between faculty & student

It is Cal Poly's policy that faculty members or other instructional staff shall not initiate, pursue, or be involved in any amorous or sexual relationships with any student whom they evaluate or supervise by virtue of their teaching, research, or administrative responsibility. Contact the Director of Employment Equity at 805-756-6770.

Resolution on Amorous Relationships (AS-471-96/SWC)
Faculty Leader Roles & Responsibilities

- **Students in crisis and promoting wellbeing**
  - Students and emotional well-being
  - Sexual assault prevention

- **CSU Red Folder**

- **Campus Health and Wellbeing**

- **Risk management and mitigation**
Student Conduct

- Student misconduct abroad is treated the same as misconduct at Cal Poly.
- Code of Conduct: [http://osrr.calpoly.edu/title5](http://osrr.calpoly.edu/title5)
- Faculty Leaders have considerable latitude for on-site response
- If the misconduct is non-urgent, report it upon return:
  - Non-academic: [https://secureforms.calpoly.edu/osrr/confidential-report-student-misconduct](https://secureforms.calpoly.edu/osrr/confidential-report-student-misconduct)
  - Academic: [https://secureforms.calpoly.edu/osrr/confidential-faculty-report-academic-dishonesty](https://secureforms.calpoly.edu/osrr/confidential-faculty-report-academic-dishonesty)
- If the students are of legal drinking age in the country (or if illicit drug use is legal), remind the students that their behavior is still subject to the conduct code, and that if something comes to your attention, not only could there be repercussions in the country, but there may also be repercussions upon students’ return.
- If students/faculty have questions about conduct abroad, osrr@calpoly.edu or 805-756-2794 prior to departure.
Online Faculty Resources

• Abroad.calpoly.edu > FACULTY > Faculty Resources
Online Faculty Resources

- Abroad.calpoly.edu
- Bookmark this page!
- Helpful to bring printed copies of vital resources for reference.
Online Faculty Resources

- Crisis Response Team Contact List

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Email Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline (Carly) Moore</td>
<td>Director, Cal Poly International Center</td>
<td>(805) 756-2045</td>
<td><a href="mailto:cmooresids@calpoly.edu">cmooresids@calpoly.edu</a></td>
</tr>
<tr>
<td>Monica Schecther</td>
<td>Assoc. Dir., Study Abroad Programs</td>
<td>(805) 756-5964</td>
<td><a href="mailto:mschecter@calpoly.edu">mschecter@calpoly.edu</a></td>
</tr>
<tr>
<td>Judy Mitchell</td>
<td>Assoc. Dir., International Students &amp; Scholars</td>
<td>(805) 756-5937</td>
<td><a href="mailto:jmitchel@calpoly.edu">jmitchel@calpoly.edu</a></td>
</tr>
<tr>
<td>Sara Ditis</td>
<td>Study Abroad Coordinator (Global Programs)</td>
<td>(805) 756-7321</td>
<td><a href="mailto:sdtis@calpoly.edu">sdtis@calpoly.edu</a></td>
</tr>
<tr>
<td>Joan DeCosta</td>
<td>Dean of Students</td>
<td>(805) 756-5598</td>
<td><a href="mailto:jdecosta@calpoly.edu">jdecosta@calpoly.edu</a></td>
</tr>
<tr>
<td>George Hughes</td>
<td>University Police Chief</td>
<td>(805) 756-6059</td>
<td><a href="mailto:gHughes@calpoly.edu">gHughes@calpoly.edu</a></td>
</tr>
<tr>
<td>Dina Zochmeyer</td>
<td>Assistant VP for Strategic Business Support Services</td>
<td>(805) 756-6473</td>
<td><a href="mailto:dzochmeyer@calpoly.edu">dzochmeyer@calpoly.edu</a></td>
</tr>
<tr>
<td>Shawn Tietje</td>
<td>Vice Provost International Graduate &amp; Extended Ed</td>
<td>(805) 756-5757</td>
<td><a href="mailto:jmarti@calpoly.edu">jmarti@calpoly.edu</a></td>
</tr>
<tr>
<td>Victor Lanzilotti</td>
<td>Director of Budget and Finance</td>
<td>(805) 756-7416</td>
<td><a href="mailto:vlanzil@calpoly.edu">vlanzil@calpoly.edu</a></td>
</tr>
<tr>
<td>Martha Cody</td>
<td>Director of Employment Equity and Campus Title IX Coordinator</td>
<td>(805) 756-5400</td>
<td><a href="mailto:mcody@calpoly.edu">mcody@calpoly.edu</a></td>
</tr>
<tr>
<td>David Harris</td>
<td>Exec Director of Campus Health and Wellness</td>
<td>(805) 756-4211</td>
<td><a href="mailto:dharris@calpoly.edu">dharris@calpoly.edu</a></td>
</tr>
<tr>
<td>Keith Humphrey</td>
<td>Vice President for Student Affairs</td>
<td>(805) 756-8521</td>
<td><a href="mailto:jhumphrey@calpoly.edu">jhumphrey@calpoly.edu</a></td>
</tr>
<tr>
<td>Matt Lascari</td>
<td>Director of Media Relations</td>
<td>(805) 756-7369</td>
<td><a href="mailto:mlascari@calpoly.edu">mlascari@calpoly.edu</a></td>
</tr>
<tr>
<td>Patricia Ponce</td>
<td>University Ombuds</td>
<td>(805) 756-4338</td>
<td><a href="mailto:ppotence@calpoly.edu">ppotence@calpoly.edu</a></td>
</tr>
<tr>
<td>Geneva Reynolds-Allard</td>
<td>Director of Counseling Services</td>
<td>(805) 756-2511</td>
<td><a href="mailto:gareyns@calpoly.edu">gareyns@calpoly.edu</a></td>
</tr>
<tr>
<td>Duane Rehnbach, Jr.</td>
<td>Assistant Dean of Students for Office of Student Rights &amp; Responsibilities</td>
<td>(805) 756-2794</td>
<td><a href="mailto:drehnbe@calpoly.edu">drehnbe@calpoly.edu</a></td>
</tr>
<tr>
<td>Dawn Theodora</td>
<td>University Legal Counsel</td>
<td>(805) 756-5529</td>
<td><a href="mailto:jdtodora@calpoly.edu">jdtodora@calpoly.edu</a></td>
</tr>
</tbody>
</table>

- U.S. Embassy for Appropriate Country: Public announcements or travel warnings

  - Website: http://travel.state.gov

- Center for Disease Control & Prevention: Medical emergency or disease outbreak

  - Website: http://www.cdc.gov
Online Faculty Resources

- Training Module

Key Crisis Response Resources
- 24-hour crisis hotline
  University Police
  805-756-2281
- U.S. State Department
- Travel information
- Warnings and alerts
- Find embassies & consulates
- Center for Disease Control & Prevention
- Medical emergencies (e.g., outbreak)
Online Faculty Resources

Table of Contents

I. Introduction .................................................................................................................. 3
II. Crisis Defined .................................................................................................................. 3
III. Crisis Management ....................................................................................................... 4
IV. Overview of the Crisis Response Plan (CRP) ............................................................... 4
   The Purpose of the CRP ................................................................................................. 4
   Distribution of the CRP ................................................................................................. 4
   The Crisis Response Team (CRT) .................................................................................. 5
V. Preparation: Before the Crisis ........................................................................................ 5
   Crisis Prevention ........................................................................................................... 5
VI. Key Elements of the Emergency Protocols ................................................................. 5
   Roles and Responsibilities ............................................................................................ 6
   Communication ............................................................................................................ 7
   Travel and Transportation ............................................................................................ 7
   Safety and Health Concerns .......................................................................................... 7
   Administration .............................................................................................................. 8
VII. Planning for and Managing the Crisis ....................................................................... 8
   During the Crisis: Action Plan ...................................................................................... 9
   Evacuation .................................................................................................................. 9
   Closing the Study Center ............................................................................................ 9
   The Press ..................................................................................................................... 9
VIII. After the Crisis: Returning to Normal ..................................................................... 10
   Debriefing ................................................................................................................... 10
Appendix A: Incident Report Online Form ....................................................................... 11
Appendix B: Crisis Response Checklist ............................................................................ 14
Appendix C: Emergency Cards ......................................................................................... 16
Appendix D: Crisis Response Team Contact List ............................................................. 17
Appendix E: Crisis Response Flowchart ........................................................................... 18
Appendix F: Pull-outs ...................................................................................................... 19
IX. Overseas General Response ....................................................................................... 19
X. Individual Crisis .......................................................................................................... 19
XI. Sexual Assault or Rape ............................................................................................... 20
XII. Political/Civil Unrest/Terrorist Attack/Outbreak of War/Natural Disaster ............... 20
XIII. Medical Emergency/Accident/Injury ....................................................................... 21
XIV. Death of a Student/Staff .......................................................................................... 21
XV. Sexual Harassment .................................................................................................. 22

Crisis Response Plan
Cal Poly International Center
Online Faculty Resources

- Incident Report Form
- Insurance Information
Crisis Response Overview

- 3P’s: planning, prevention and preparation
- Establish expectations with students prior to arrival, and give them specific instructions for what to do in an emergency
- Teach a “harm reduction” approach to decision-making
- Read the Crisis Preparation and Response Training Module carefully, and let us know if you have any questions at all
- Cal Poly has a Crisis Response Team (CRT) for all international activities; the CRT supports you, but you are often the front-line responder
- Report incidents immediately (right after dealing with emergency issues) using the online Incident Report Form and email
Preparing to Respond

- **Health Emergencies**
  - Serious Accident or Illness: Auto accident, recreational injury, debilitating illness, drug overdose, loss of consciousness
  - Psychiatric Emergencies: Disruptive behavior, psychotic behavior, suicide attempt, complications from eating disorders
  - Serious Behavioral Problems: severe alcohol and drug use, student is missing classes, student refuses to eat, student behaves unusually with host family

- **Legal and Criminal Emergencies**
  - Crime against a student: robbery, assault, fight
  - Crime against a student: sexual assault
  - Student commits a crime: student is arrested for theft, assault, drug possession, sexual assault of another student, disorderly conduct, destruction of property, etc.
Preparing to Respond

• Report of a Missing Student
  o Student is reported missing by roommate, other students, host family, or instructor

• Death of a Student
  o Student dies from a fatal accident, illness, suicide, or homicide

• Political Emergencies, Terrorist Attacks, and Natural Disasters
  o Political Unrest, Coup d’état, rioting and civil unrest, terrorist attacks, kidnappings/ransom
  o Earthquakes, typhoons, floods, tsunamis, hurricanes, volcanic eruptions, wildfires, solar flares, disease epidemics
Preparing to Respond

Scenarios for discussion

- Student is hit by a car and hospitalized -- has several broken bones and internal injuries
- Student reports that her roommate has stopped eating over a week ago, and that roommate has had previous issues battling anorexia
- Student reports that she was sexually assaulted by another student on the program
- Student is robbed by an ATM at knifepoint -- laptop, passport, wallet, phone, and watch are stolen
- Student is arrested for illegal drug possession and distribution
- There is a massive earthquake -- electricity goes out in the entire city
Exercise: Setting Expectations

- **Inside/Outside Values Assessment**

- Consider elements to be included in a successful program abroad (e.g., learning by doing, fun, safety)

- Consider elements to be excluded (e.g., student misconduct, inappropriate behavior, absenteeism)
Main Contacts

- **Key CPIC contacts include:**
  - Cari Moore, CPIC Director
    cmoore36@calpoly.edu
  - Monica Schechter, Study Abroad Assoc. Director
    mschecht@calpoly.edu
  - Sara Otis, Study Abroad Coordinator
    sotis@calpoly.edu
  - Nayree Barnett, Study Abroad Advisor
    nbarne01@calpoly.edu

- **General Email:** international@calpoly.edu
Questions?

Please contact the International Center

Building 52-E32

International@calpoly.edu