

## EA Program Director Health and Safety Checklist

PRE-DEPARTURE	UPON ARRIVAL
<input type="checkbox"/> Review <a href="#">On-Site Operations Manual</a>	<input type="checkbox"/> Ensure all students have arrived on-site and notify OIHS and EA of any no-shows.
<input type="checkbox"/> Develop risk mitigation strategies using the MSU Security Risk Assessment Template provided in the On-Site Operations Manual - Appendix B.	<input type="checkbox"/> Conduct on-site orientation.
<input type="checkbox"/> Develop an Emergency Action Plan using the template provided in Appendix C.	<input type="checkbox"/> Remind students of emergency contact information and emergency procedures.
<input type="checkbox"/> Make arrangements for an on-site cell phone	<input type="checkbox"/> Implement and test communication plan.
<input type="checkbox"/> Receive “Staying Healthy and Safe Abroad” tri-fold cards (stuffed with International SOS membership cards) from EA and distribute to your students.	<input type="checkbox"/> Implement buddy system
<input type="checkbox"/> Conduct Pre-Departure Orientation	<input type="checkbox"/> Check in with students after one week on-site (or sooner for shorter programs).
<input type="checkbox"/> Enforce expectation that students complete the “Spartans Abroad General Pre-Departure Orientation” on D2L.	
<input type="checkbox"/> Provide students with your cell phone number and share other important emergency contact information with them (e.g. on-site provider emergency contact, local “911 equivalent”)	
<input type="checkbox"/> Register in the U.S. Department of State Smart Traveler Enrollment Program: <a href="http://step.state.gov">step.state.gov</a>	
<input type="checkbox"/> Sign up for International SOS travel alerts ( <a href="http://internationalsos.com">internationalsos.com</a> / MSU Membership # 11BCAS798617)	
<input type="checkbox"/> Contact International SOS for local medical referrals (1-215-942-8478)	
<input type="checkbox"/> Provide the Office for Education Abroad (EA with your emergency contact information.	