Check emergency meeting points.
Meet with PA to review Safety and Security.
Review housing.

**Money Matters**
Check with third parties.
Review emergency numbers.
Review emergency protocols and meeting points.
Review buddy system.
Review safe areas.

---

**For non-emergency medical and student conduct issues, contact Lou Blenman (lblenman@admin.fsu.edu) or Chris Carroll (ccarroll@admin.fsu.edu).**

---

**CHECKLISTS FOR ARRIVALS**

**UPON ARRIVAL**
- Call International Programs to check in. (850) 644 - 3272
- Check credit cards.
- Check emergency meeting points.
- Meet with PA to review Safety and Security.
- Review housing.
- Check with third parties.

**AT STUDENT ARRIVAL**
- Confirm all students have arrived.
- Email ip-info@fsu.edu.

**AT ON-SITE ORIENTATION**
- Distribute emergency cards or business cards.
- Review emergency numbers.
- Review emergency protocols and meeting points.
- Review cultural differences/cultural awareness.
- Review buddy system.
- Review independent travel form.
- Review safe areas.
- Review drugs and alcohol.

**CHECKLIST FOR OVERNIGHT EXCURSIONS**

**USE FOR EACH**
- Check emergency meeting points.
- Meet with PA to review Safety and Security.
- Check with third parties.
- Review emergency numbers.
- Review emergency protocols and meeting points.
- Distribute emergency cards or business cards.
- Review buddy system.
- Review safe areas.
- Review housing.
- Location Specific Concerns
- Money Matters

---

**International Programs**
### MENTAL HEALTH INCIDENT
- Have a talk with the student.
- Offer local resources and FSU Counseling Center.
- Contact IP to help ID a mental health doctor.
- Follow up with student.
- Contact “911” if severe.

**REMEMBER**
- It’s OK to ask student directly about mental state.
- Keep student’s privacy in mind.

### TILE IX
- Make sure student is OK.
- Contact “911” if severe.
- Call IP / report.fsu.edu
- Offer counseling resources (Victim Counseling Program)
- Check in with student.

**REMEMBER**
- Privacy vs Confidentiality
- Remind students to look out for one another.
- Bystander Intervention
- Discuss role as Responsible Employee at the beginning of program.

### STUDENT MISSING
- Call their phone, check with friends on the program, check social media, email, etc.
- Call IP.
- Call “911.”

**REMEMBER**
- Provide address and directions ahead of time.
- Establish meeting points.
- Buddy System
- Know the area well to avoid getting lost yourself.

### STUDENT INJURY
- Call “911” depending on severity.
- Contact IP - method depending on severity.
- Accompany student to the hospital.

**REMEMBER**
- Emergency cards will have local emergency numbers including ambulance and “911.”

### DISRUPTIVE STUDENT
- Speak with student; follow up in writing.
- Always document!
- If continues, may need to proceed with student conduct violation (contact IP).

**REMEMBER**
- Set clear expectations upfront.
- Personality Conflicts vs Disruptive Learning

### ARRESTED STUDENT
- Contact IP.
- Contact US Consulate.