

SAFETY AND SECURITY ABROAD

Global Internship Safety Information

GENERAL TIPS

- Review the Global Internship Program online pre-departure orientation at <https://atlas.gatech.edu/index.cfm?FuseAction=Security.ExistingUserLogin>
- Please be advised that GT does not operate programs in countries under current US Department of State Travel Advisory levels 3 & 4. Further, GT strongly advises against personal travel in your free time to countries under current Travel Advisory levels 3 & 4. To check the current list, please visit www.travel.state.gov.
- U.S. citizens should register their travel with the U.S. Department of State Safe Traveler Enrollment Program (STEP) at <https://step.state.gov/step>. Citizens of other countries are advised to research whether their home country offers a similar service.
- Remember that there are things that increase your risk of being the victim of crime. Some of the things that increase your risk are:
 - Being intoxicated or under the influence of drugs
 - Being alone at night
 - Being in an isolated area
 - Being asleep in an unlocked or public place
 - Being new to the country
 - Being unable to speak the local language
- Do not think, "*It can't or won't happen to me.*" It's very unpleasant to consider the possibility of danger when thinking about how exciting it is to be in a new place. The fact remains, however, that consequences can be *more* severe and unpleasant because this is a new place and should, therefore, be more seriously considered. Our advice to you is to try to think, "It CAN happen to me" and then act even *more* responsibly than you would at home.
- Students are most often victims of petty crime shortly after they arrive in the foreign country while they are still somewhat disoriented and uncertain of themselves and their surroundings. You may forget to lock your room, your purse or backpack may be snatched, or, in the confusion and newness, you may simply become careless. **ALWAYS be particularly vigilant of your personal possessions.**

CHECKLIST: BEFORE YOU GO

- Make copies of your **important travel documents**. Take a copy with you (separate from your originals) and leave a copy in the U.S. with a parent, guardian, or other trusted individual.

You should make copies of:

- passport (first page), visa(s), etc.
 - travel itinerary
 - credit cards, debit cards, and overseas customer service numbers
- Fill out the **emergency info section** of your passport. Do not list someone who will be traveling with you as an emergency contact.
 - Carry **extra passport photos** – this can help to ease the process of replacing a lost or stolen passport once you are overseas.
 - Be sure that a **parent or legal guardian** also has a **valid passport** in case of an emergency. He/she should be prepared to be able to get to your foreign location in less than 24 hours if necessary.
 - Become familiar with the **basic laws and customs** of the country you plan to visit before you travel. Do not assume that because it is legal in the U.S., it is legal everywhere. Remember: while in a foreign country, you are subject to its laws.
 - Download the **LiveSafe app** provided by the GT PD which allows you to report emergencies to the GT PD from anywhere : <http://www.livesafe.gatech.edu>
 - If you are taking a laptop computer, read the *Safeguarding Information on Laptops* document at http://oie.gatech.edu/sites/default/files/content/faculty/Laptop_Computer_Precautions.pdf. **Never allow a stranger to “borrow” your computer or laptop.**

NOTE: You may want to look into theft insurance for your laptop – or it might be covered by your parents’ homeowners’ insurance policy.

ONCE YOU ARRIVE: GENERAL ADVICE

- **Call home** as soon as possible to confirm your safe arrival – remind your parents that it may take you a while to locate a telephone, so you will not be able to call immediately after landing.
- Provide your **local contact information** to the Global Internship Program (local phone number and address) so we can reach you in case of emergency: <https://atlas.gatech.edu/index.cfm?FuseAction=Security.ExistingUserLogin>
- Learn **how to use the telephone** and have a **calling card** or other means of using a telephone in the countries that you visit as part of the program or on your own. <https://www.fcc.gov/consumers/guides/international-long-distance-calling-made-simple-tip-sheet>

<https://www.howtocallabroad.com/>

- Carry your emergency contact card *and* your insurance information with you **at all times**.
- Learn the local emergency phone number in your city/country:
https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf
- **Avoid public demonstrations**, even peaceful ones. If there should be any political unrest, don't get involved. Unsuspecting guests sometimes find themselves in downtown areas during protests. If this occurs, you should leave the area immediately.
- Try to act like you know what you are doing and where you are going so that you are less easily identified as a newcomer.
- Whether you are on foot or in a car, be aware of everyone around you and assess their probable intentions. This means occasionally looking behind you.
- If you're being approached by a potentially threatening person, make some radical or abrupt change in your speed or direction, or cross the street.
- Try to walk in groups of four or more, especially at night or in areas with high crime rates. In most cases, the bigger your group, the safer you are.
- Avoid places where someone could be hidden (bushes, recessed doorways, "back alleys", etc.), especially if you are alone.
- As you walk, especially at night, be aware of good "escape routes."
- Avoid wearing conspicuous clothing and expensive jewelry.
- Take care when using a laptop in public. It is not always safe to use laptops in public in all countries. We are accustomed to using laptops in public cafes in the U.S, but you should probably avoid this activity while overseas.
- Remember that your life is more valuable than any of your possessions.
- **Learn the transport system** so you'll know how to get home in an emergency.
- Do not hitchhike.
- Do not ride bikes in the city, or on crowded streets – you could be hit by a car.
- Taxis are not safe everywhere, especially late at night. Read guidebooks and ask locals about the taxis. Do not share taxis with strangers and **always lock all doors and windows** of the taxi while you are inside. In some countries, the only safe way to take a taxi is by calling for one over the telephone – **it may not be safe to hail a taxi on the street**.
- Avoid being alone on trains. If, for example, you suddenly find yourself alone in a train car, move to another one where other people are sitting.

- Do not leave your bags or belongings unattended at any time. Security personnel in airports and train stations are instructed to remove or destroy any unattended luggage. Do not agree to carry or look after packages or suitcases for anyone.
- **Never** keep all of your important documents and money together in one place or in only one suitcase.
- Have sufficient funds or a credit card on hand to purchase emergency items. At the same time, don't carry excessive amounts of cash or any unnecessary credit cards.
- **Stay informed** of current political situations. In an emergency, advisories may be made to the general public through the media.
- Learn what the locals do to protect themselves (neighborhoods to avoid, places that are known to be safe, where to walk, where to shop, etc.)
- Take nothing of great value with you when you go out, and try to carry as little cash as possible.
- Do not provide anyone with information about GT that is not available to the general public.
- Do not allow others to access your computer or email account.
- Note that many countries do not have the same fire safety standards as the U.S. Make a plan in case of a fire. Identify fire emergency exits and make sure they are working (i.e. not blocked or locked). Check to see where there is a fire extinguisher and the safest exit route out of your room in case of a fire.

There are many on-line resources that provide safety information for travelers in general or specifically for study abroad students. Some of those resources, which we advise you to consult, are listed at the end of this document.

EMERGENCY PROCEDURES

Fortunately, true emergencies are actually quite rare. You may lose your luggage, your plane ticket, or even your passport while you are abroad. While any of those occurrences would certainly be inconvenient, none is an emergency. Emergencies are situations in which there is an immediate threat to a student or staff member's health and/or safety. Following are procedures to follow in the event of an emergency.

Before you leave the United States, get the address and phone number of the U.S. Consulate or Embassy closest to your host city. These addresses and phone numbers can be obtained on the web at: **www.usembassy.gov**

When you arrive in the host country, you should register with the U.S. Embassy or Consulate by providing them the length of your stay and contact information. You may register online via: **<https://step.state.gov/step/>**.

Non-U.S. citizens should register with their passport country's embassy in the country(-ies) in which they are traveling or interning. Non-U.S. citizens should understand that the services of the U.S. government provides to U.S. citizens while abroad (including assistance in an emergency) will not be available to them, even though they are hosted by a U.S. program.

When you arrive at your host organization, you should ask which emergency procedures and resources will be available to you there. If you witness an emergency or are in an emergency situation yourself, your first call (after you have attended to any life-threatening matters, of course) should be to the appropriate person at your host institution and local emergency services.

You should also contact the Georgia Institute of Technology by calling the GT Police Department at 404-894-2500 or via the LiveSafe app. The GT Police Department can contact the Dean of Students or his/her representative 24 hours per day. The Dean of Students' Office will activate GT's Emergency Response Plan for Study Abroad, Exchange Programs, and International Internships.

In the event of a terror attack, natural disaster, or other large-scale emergency, you should let your family and OIE know that you are ok as soon as possible. Also, put a post on social media that you are ok. Follow the advice of local authorities and check for updates from the US State Department.

Reporting suspicious contacts or emails while interning abroad

You should report suspicious contacts by persons of any nationality or suspicious emails from a foreign email address to the Georgia Tech Police. The following is considered suspicious:

- Requests for information not publicly available
- Inquiries about technology with military applications
- Questions about specific people and programs
- Attempts to gain access to your computer or email account.

Emergencies Back Home While You're Abroad

While abroad, you'll want to be able to communicate with your parents and others directly about your safety and well-being. People need to know how to get in touch with you, especially if you are away from your program city or traveling on your own before or after the program. If there is a serious illness or death in your family, your family will want to be able to reach you. Or even if there is a crisis in the U.S. or elsewhere in the world, loved ones will often want at least to hear your voice and make sure you are okay.

We advise you to:

- **Develop a plan** for regular telephone calls and/or e-mail contact with your family and others with whom you wish to stay in contact. Develop your plan before your departure.
- If there is an emergency that requires you to leave your program and return to the U.S. for any length of time, you should notify your contact at your host employer **before** you leave.
- Make sure that someone always knows where you will be and how to contact you in an emergency. **Leave a copy of your schedule and itinerary** with your contact at your host employer or other trusted individual when you are traveling.

NOTE: If you have any questions or concerns about safety or emergencies before your departure or during your global internship program, you should contact the Office of International Education at globalinternships@oie.gatech.edu

What happens if crises result in program cancellation?

GT is **not responsible** in any way for the financial risks associated with participation in a global internship program. Circumstances permitting, GT will notify participants of any program changes prior to departure. The University System of Georgia mandates the purchase of CISI insurance by all students traveling abroad for any reason. This insurance covers theft, baggage, trip cancellation, trip delay, and accidental death and dismemberment.

If a global internship program is cancelled prior to departure or if it is interrupted and students have to return to the U.S. before the scheduled end of the internship, GT will ask institutional partners to make reasonable efforts to minimize the negative financial ramifications on students. However, neither GT nor the partner institution guarantees that refunds will be possible and neither institution will absorb the financial losses.

ADDITIONAL TRAVEL RESOURCES

[Association for International Road Safety](#)

www.asirt.org

[Federal Aviation Administration: aviation safety and security tips](#)

www.faa.gov

[Fire Safety Foundation](#)

www.firesafetyfoundation.org/

[Studyabroad.com Handbook for Students](#)

www.studyabroad.com/handbook/handbook.html

[The Center for Global Education, SAFETI INFO](#)

www.globaled.us/safeti

[U.S. Embassies' Recommendations to Americans Abroad](#)

www.usembassy.gov

[U.S. State Department General Site](#)

<http://travel.state.gov/>

[U.S. State Department Travel Advisories and Warnings](#)

<http://travel.state.gov/content/passports/en/alertswarnings.html>

[U.S. State Department Travel Publications](#)

<http://www.state.gov/r/pa/ei/rls/dos/221.htm>

[OSAC – Overseas Security Advisory Council](#)

www.osac.gov

[International Emergency Contact Phone Numbers](#)

https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf

[Department of State website for US students abroad](#)

<http://studentsabroad.state.gov>