All of the information in this packet is accurate at the time of publication. As we have referenced in several other documents, forms and websites, the nature of the COVID-19 pandemic is such that all elements of our programs are subject to change. We will do our best to update this packet and notify you as changes occur.
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IMPORTANT CONTACTS

INTERNATIONAL PROGRAMS OFFICE (TALLAHASSEE)

A5500 University Center
282 Champions Way
P.O. 3062420
Florida State University
Tallahassee, FL 32306-2420

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Carolyn Barringer
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Program Management
IP-Faculty@fsu.edu

FSU LONDON

Florida State University London
99 Great Russell Street
London WC1B 3LH
United Kingdom

Dr. Kathleen Paul, Director
kpaul@fsu.edu

Dr. Lisa Bowers Isaacson, Senior Associate Director
lbowersi@fsu.edu

Megan Griffin, Student Affairs Manager
Mgriffin2@fsu.edu

Olivia Jaworski, Immigration & Programs Officer
ojaworski@fsu.edu

Katie Behringer, Assistant Director
kbehringer@fsu.edu

Emily Greene, Programs Manager
egreene@fsu.edu

LONDON EMERGENCY PHONE NUMBERS

Making international calls from the US to the UK: First dial ‘011’ (international call), followed by ‘44’ (the country code), then the rest of the telephone number, dropping the ‘0’. To call +44 (0) 207 813 3223 from the US, dial 011 44 207 813 3223.

In case of any emergencies, the London staff may be called at the numbers provided.
Please reserve the use of these numbers for emergencies only.

Emergencies (Fire, Ambulance, Police) 999

Charing Cross Police Station (24 hours) +44 (0) 20 7240 1212

Director +44 (0) 7793 504166 (cell)
+44 (0) 17 2775 3133

Senior Associate Director +44 (0) 7545 865637

Assistant Director +44 (0) 7869 519977

Embassy of the United States of America +44 (0) 20 7499 9000
33 Nine Elms Lane
London SW11 7US
United Kingdom

uk.usembassy.gov
BEFORE DEPARTURE & ARRIVAL IN LONDON

COVID-19 UPDATES AND POLICIES
You should expect to adhere to any entry requirements that may be in place at the time of your program. Updates about entry requirements prior to departure will be provided through the IP Faculty Portal.

For your return after the program, all air travelers arriving into the U.S. from a foreign country must provide a negative COVID-19 test result and must get tested before departure from the host country. FSU London staff will assist the faculty member with information on how to schedule this appointment prior to departure back to the U.S.

VISA & ENTRY REQUIREMENTS FOR US CITIZENS
All faculty must check their current passport to ensure they have at least 6 months validity after the departure date from the Study Centre location. For faculty entering the UK with a U.S. passport: before you depart from the U.S., you will receive a letter from IP stating the visa category into which you, as a faculty member accompanying a group of students on a study abroad program, belong and therefore explaining the reason for your visit to the UK. A member of the FSU London staff will be in touch regarding the next steps to provide this documentation via PDF.

Upon your arrival in London, the immigration authorities will likely ask you the reason for your visit to the UK. In response, you should present the letter from IP and state that you are requesting leave to enter the UK as a visiting academic accompanying a group of students on a study abroad program. It is important that you do not misrepresent yourself by stating that the purpose of your visit to the UK is to work or to teach. Note: you do not need to be traveling with the students to qualify for entry under this category. If asked, explain that you will remain a full-time employee of Florida State University in Tallahassee, Florida, US (or your home U.S. university, if not FSU) and that after the study abroad program concludes, you will return to your full-time position in the US. If asked, you should also make clear that you are not being paid by FSU London but are receiving compensation from FSU in Tallahassee in U.S. Dollars. Please be sure to pack this letter in your carry-on with your passport. Any time you enter the UK (regardless of whether it is your initial entry or subsequent entries during the program), you must present this letter with your passport. Failure to present this letter could result in your being denied entry to the UK.

If you are not a citizen of the US, please contact IP-passports@fsu.edu as soon as possible to ensure that any special requirements relating to your proposed entry into the UK might be researched.

ARRIVALS
Please refer to the details provided in the “Approval to Purchase Airline Ticket” portal notification for more information regarding booking flights.

Note: it can sometimes take up to 90 minutes to pass through immigration and baggage claim.

Faculty are approved to arrive one day prior to the program start date. Refer to your Approval to Purchase Airline Ticket portal notification for approved travel dates. U.S. citizens are permitted to use the electronic facial recognition gates at the Immigration Control when entering the UK. FSU London staff will email you to confirm if you are interested in having them book a cab for your initial arrival/final departure between the airport to the Study Centre. The amount covered will differ depending on which airport you fly into. IP will cover up to the amounts listed below:
**Cab Transportation Fees:**
One-way to/from Heathrow or Gatwick: up to £90

This quote is for two people and two pieces of luggage.

If you wish to book transport independently and seek reimbursement (from the IP Tallahassee office) for transportation expenses incurred abroad for initial arrival/final departure, the expense receipt(s) must be uploaded to the Concur online travel system. See the directions for uploading your receipt(s) to the Concur online travel system in your Airline Purchase portal notification. If you have issues with the Concur system, please contact FSU Travel or your FSU home department travel rep. If you have questions about your receipts, contact ip-submittravel@fsu.edu. Travel receipts for reimbursement will not be accepted via email or in person.

If you choose to book your cab from the airport to FSU London, we recommend the below companies. Make sure to share your flight details and request that the cab arrive an hour after you are scheduled to land. This gives you plenty of time to collect your luggage and pass through immigration. Please note that FSU London staff cannot assist with or be responsible for cab bookings made independently. “Minicabs” cannot be arranged upon arrival and must be booked in advance.

- Expressways
- Addison Lee

**NOTE:** It is possible to get a black cab from the cabstand outside of the airport, but this is a very expensive option and is not recommended. These are metered and can cost upwards of £125+ depending on traffic. If you have not pre-booked a cab before traveling, either through FSU London or independently, consider downloading the app ‘Gett’ upon arrival to have a licensed cab collect you, and be sure to choose the fixed-rate option.

**HOUSING**
Upon arrival in London, if you are in FSU-provided housing, please proceed to the address provided in the London Arrivals email from FSU London. **Check in to Faculty Housing begins at 8:30 am.** FSU is located in central London within easy walking distance of Covent Garden, Soho, and Oxford Street.

If you have booked your own independent housing, please follow the directions sent from the rental company or landlord.
FACULTY COMPENSATION

Teaching stipends will be split between the pay periods during the approved program dates. Payments will be deposited automatically to the faculty member’s checking account, as currently arranged with FSU.

Be sure to keep your original receipts for expenses incurred for airport transportation in country, shipping, or airline baggage charges.

Please refer to your International Programs appointment letter for more information.

FACULTY ON-SITE ORIENTATION

Due to immigration requirements, all faculty members are required to attend an on-site faculty orientation at FSU London. Local staff will coordinate the orientation date/time with faculty members before their arrival.

GUESTS & CHILDREN

The FSU London Program tries to promote a family-oriented environment as much as possible for all visiting faculty. As you will surely understand, however, our highest priority remains the experience of the students. Faculty members must provide the names and ages (if under 18) of any people who will be accompanying them at any point during the program in the Guest Insurance Form. International Programs strongly recommends not bringing guests to class lectures or academic events, except where the faculty member is not responsible for the delivery of content, such as theatre performances.

Facility members bringing minors to London must arrange daycare or babysitting services prior to departure from the U.S. London students and staff cannot babysit faculty members’, or their guests’ children.

Faculty are invited to attend social/cultural events as guests of FSU London. We welcome the opportunity such engagements provide for the enhancement of the student and faculty experience. Where space allows, faculty guests are also invited to attend social/cultural events though they must do so at their own expense. Children must be at least 7 years of age to participate in excursions requiring coach transportation or theatre performances. If in any doubt, we encourage you to consult IP/London staff regarding the participation of minors in social/cultural events.

In common with all members of the FSU London community, faculty guests, including minors, must follow whatever COVID-19 mitigating measures are in place at the Centre at the time of their visit.

Currently, the wearing of masks is encouraged throughout the Centre, on coaches, in many London venues, and on all forms of public transport.

HOUSING

Faculty housing arranged by FSU London is located within walking distance of Great Russell Street. International Programs provides an apartment for each faculty member and one guest for the approved travel dates.

SHIPPING/BAGGAGE REIMBURSEMENT

All FSU IP faculty from Tallahassee are reimbursed shipping/baggage costs for books, extra luggage, or other items up to $300. Receipts for shipping/baggage costs should be uploaded to the Concur online travel system. Refer to the directions received for uploading receipt(s) to the Concur online travel system.

Contact FSU Travel or your FSU home department travel representative with issues with the Concur system. Additionally, contact ip-submittravel@fsu.edu with any questions about receipts.

Travel receipts for reimbursement will not be accepted via email or in person.
ACADEMIC INFORMATION

International Programs is a strong proponent of the concept that “The World is Your Campus.” Class sessions need not meet solely in the classroom; we encourage you to use the host city as a living and interactive classroom. Courses taught internationally should be enhanced by their location, and we recommend that you take full advantage of all the resources available to you. The finest museums, theatres, and historical sites are at your disposal, so you will be expected to get your students out into the streets to explore all London has to offer.

CONTACT HOURS

Course-related field trips incorporating academic lectures are classified as classroom contact time for the duration of the lecture or instruction. Faculty must accompany students with formal instruction on all course excursions during class time. Course-related field trips without formal accompanying instruction count as half class time for the period allotted by the instructor.

Helpful Information

The contact time required per credit hour is 750 minutes or 37.5 hours. You are able to utilize travel time to and from the location for instruction.

ACADEMIC RIGOR

Distractions from academic work are part of a student’s life while studying abroad, due to the fact they are in a new and alluring environment. They invariably want to travel and explore. Personal travel and exposure to the culture are important to the educational experience, but this must not be at the expense of academic standards. The syllabus should make clear the final grade penalties that will be imposed for any unexcused absence during the session, such as personal travel.

Focusing outside class assignments on direct contact with the culture is a wise idea. It would be a mistake to give assignments requiring the kind of library research expected on Florida State’s main campus. Whenever possible, assignments should be creative mixtures of traditional materials and the international environment. Do bear in mind that some of your students will be taking two courses, so you will need to keep that in mind when planning assignments and due dates.

When faculty applied to teach abroad, they were asked to submit course descriptions for all study abroad courses. As per the Higher Education Opportunity Act (2008), Section 112, information regarding materials for courses taught at our study abroad locations must be posted on the FSU Textbook Compliance Portal in Student Central before registration opens for the students. This ensures that students know about any required texts and course materials they will need to purchase before their departure. Before registration opens for students, in the spring semester, IP Program Management will request this textbook information from instructors to submit textbook or course materials information for their courses. International Programs will then enter this textbook information into Student Central. Faculty members are encouraged to use electronic resources including e-books, online readings, OERs, and/or scanned handouts/readings on Canvas to avoid students bringing textbooks overseas. Also, you can reach out to the FSU London Librarian or FSU Distance Learning to confirm if specific textbooks are already available for students to use at the study center library. If there are have any questions regarding Textbook Compliance, please contact IP-Faculty@fsu.edu.

COURSE DESCRIPTIONS

Course descriptions are displayed on the International Programs website for all courses taught abroad. These descriptions are from the official course catalog. For special topics or Liberal Studies courses, a member of IP Program Management will contact the faculty member to confirm the correct description for the IP website.

DIRECTED INDIVIDUAL STUDY (DIS)

Instructors may be asked to accept Directed Individual Study (DIS) requests from students going abroad. There is no additional compensation for accepted DIS courses. Instructors may also be asked to be a Professor of Record by a student participating in an IP International Internship.

SYLLABI

An electronic copy of the faculty member’s finalized syllabi must be provided to Dr Lisa Bowers Isaacson, FSU London Senior Associate Director, before the first day of class. A copy must also be provided to International Programs via the Faculty Portal at the conclusion of the first week of classes. Each syllabus should be as comprehensive as possible, clearly setting forth fully the requirements for the course. Course standards should be clear in each syllabus at the outset.
Objections arise when new requirements are added mid-course. Grade appeals are often determined by the clarity of syllabi.

University and Faculty Senate policy require that a course syllabus be distributed at the beginning of the semester. Please visit the following link for further explanations: http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language

The syllabus is required to include:
- FSU London Attendance Policy
- University Attendance Policy
- Academic Honor Policy
- Americans with Disabilities Act (ADA) Statement (updated 9/16/20)
- Syllabus Change Policy

The syllabus should also include:
- Information about Free Tutoring from FSU
- Written course objectives
- An evaluation/grading statement that indicates what procedures will be used to evaluate students. It should also be possible to discern the approximate weight of each grade component.
- A statement of the faculty member’s policies and/or expectations regarding classroom conduct and missed work.
- Information on your available office hours to meet with students

Additional helpful information to use when creating syllabi can be found at the following link: https://fda.fsu.edu/leadership-toolkit/syllabus_preparation

Please keep in mind that faculty members and Program Leaders may be required to provide Non-FSU students with a syllabus of their course(s) so these students can receive pre-approval from their home institution before going abroad.

There may be other required syllabi entries based on a course’s designation. For example, if a course is a Liberal Studies course, there may be additional requirements for the syllabus. Please check with your department as to any requirements specific course(s) may have.

In addition to sending London staff a copy of your syllabus, we ask that you also send an assignment that could be administered should you have to be absent from the classroom owing to an emergency. Examples of such assignments include a visit to a museum or gallery with accompanying questions, a movie screening with guided reflection, or a piece of reading and short-answer questions.
GRADES
All instructors are required to submit their grades online. Grades are submitted through Student Central. For complete instructions on how to submit grades please visit the following link: www.sc.my.fsu.edu/Faculty/How-To/Use-Grade-Rosters-in-Faculty-Center. For “Incompletes,” “No Grades,” or any necessary changes to grades even after the term’s grades have been posted, please go to: sc.my.fsu.edu/Faculty/How-To/Request-a-Grade-Change.

ATTENDANCE
Rosters will be provided by the FSU London staff for each class session. Rosters should be completed to mark attendance for every class and returned to the FSU Admin office. Any student absence must be reported to Dr Lisa Bowers Isaacson and will be followed up with by the FSU London Student Affairs team.

SOCIAL/CULTURAL EVENTS
International Programs provides social/cultural events for all program participants as part of the program fee. These events may include theatre performances, visits to historical sites, or daytrips to towns outside of London. Curriculum-Focused Program Leaders must attend all program-planned social/cultural events. Guests of faculty members (age requirements apply) are invited to participate in such trips on a space-available basis, but they must fund these trips/activities themselves.

ACADEMIC FACILITIES
All classrooms are fully equipped for presentations. If your course will make extensive use of high-grade multimedia screenings, please contact FSU London about your needs: IP-IT-London@fsu.edu
Before using an ATM or debit card overseas, we recommend the following:

- Make sure debit/ATM cards are linked to a checking account rather than to a savings account to have access to your funds.
- If you have more than 4 digits on your card, you may have trouble using it abroad. You will need to change your pin before departure.
- You should contact your financial institution for information regarding ATM transaction fees. You may be charged a fee if your U.S. bank has a ‘sister’ bank in the host country and/or if you limit your withdrawals, though we do not advise keeping large sums of money on your person or stored in your residence, even if a safe is provided.
- Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call, with area codes, if they are lost or stolen. Keep this record in a safe place separate from your cards, and you should provide a copy to family at home.
- Make sure you have a credit card in the event of an emergency. If you need to visit a doctor or hospital, you will likely have to pay prior to the service, and then submit an insurance claim afterward for reimbursement.
- Mastercard and Visa are the most widely accepted credit cards overseas. Past faculty members have had issues with American Express and Discover cards being accepted.
- A credit card with "chip and pin" technology is recommended, as this is the standard abroad.
- Consider applying for a credit card with no foreign transaction fees/international fees.

You will find many places in London (and across the UK) no longer accept cash: it is advisable to ensure you have access to ways to pay with a card or electronically. The easiest way to make purchases is with a debit/credit card or using Apple Pay/Google Pay on your smartphone. Paying with a contactless card (up to £100 per transaction) is very common.

We do not recommend bringing sums of US dollars in cash to exchange in the UK. This often involves paying an additional fee on top of a non-favorable exchange rate. If you must exchange cash in London, do so at a Post Office or Marks & Spencer. The best way to access cash is to use your debit card at any bank cashpoint (ATM); this will always give you the current exchange rate. UK banks do not charge a fee to take out money. Check with your US bank how much the foreign transaction fee is for debit cards (this is usually around a $2.50 charge to withdraw cash from a non-US ATM).

CURRENCY

The unit of currency in Britain is the pound sterling (£GBP). Banknotes are available in £5, £10, £20, and £50. Coins are in 1p, 2p, 5p, 10p, 20p, 50p, £1, and £2.

If you are planning on getting British banknotes prior to leaving for London, please note that the UK has switched from paper to polymer banknotes. Paper £5, £10, £20 banknotes are no longer accepted in shops and paper £50 notes will be accepted only until September 2022.

Visit the following web site for the current exchange rate: www.xe.com/currencyconverter

LONDON PRICES

London is one of the most expensive cities in the world, with prices on par with those in Los Angeles or New York. However, you can find great bargains all over the city. Dining out can be cheap at a market or food hall, or more expensive at gastropubs or fine restaurants. You may want to splurge on outings such as an afternoon tea experience or shopping on Oxford Street. While some of these costs are high, many visitors find other things in London cheap, such as the cost of food in grocery stores, theatre tickets for West End performances, and ‘meal deals’ for lunch. Don’t forget that some of the best places in London are free, including most museums and their scenic parks!
HEALTH & WELLNESS

INSURANCE INFORMATION
We encourage all faculty with underlying health issues that may increase the severity of infection should they contract COVID-19 to discuss their teaching abroad plans with their doctor/specialist.

International Programs will provide full medical/evacuation coverage for all faculty from the US through Cultural Insurance Services International (CISI) effective during your approved program dates. Students participating in all our study abroad programs are also covered by this same insurance policy. It includes coverage for treatment of ill faculty members, including those with COVID-19, as well as COVID testing for those who are symptomatic, or those who have had a known exposure to a person who tested positive. This policy is NOT intended to replace your domestic coverage. For more information regarding your coverage, please see CISI’s insurance policy posted on IP’s website at:

CISI Insurance Plan

For IP faculty members, IP provides coverage for one guest during your approved program dates. Faculty members will receive a Guest Insurance Form within the Faculty Portal where this insurance coverage can be requested for additional guests. Faculty must complete the required form to notify IP of any guests accompanying them at any time during the approved travel dates and notify IP if they would like IP to enrol their guests in the CISI insurance plan by the posted deadline prior to departure. Insurance coverage for other guests can also be acquired at a very reasonable price. Faculty will be billed at a later date for the coverage. Details regarding the billing and prices of coverage are provided on the Guest Insurance Form.

HEALTH
The UK has an excellent health care system. Emergency care will likely be dealt with at the hospital closest to FSU London, University College Hospital. Emergency care is free at the time of service. If you need to be admitted to the hospital, the CISI insurance will be notified to cover the costs. Less urgent situations should be dealt with at one of the many nearby general physician (GP) or walk-in clinics. GP visits will incur a fee that must be paid up-front; this can be reimbursed by submitting a receipt to the CISI insurance.

VISIT A TRAVEL CLINIC
Travel clinic professionals will consider your health history, current medications, drug allergies, and travel plans when recommending shots and other medications. It is highly recommended to make an appointment as soon as possible so that you can get a scheduled appointment in time to complete any recommended immunization series. Many travel clinics often book far in advance (especially around the holidays), and some immunizations need to be started months in advance of your departure.

PRESCRIPTION MEDICATION
It is best to bring enough prescription medications to last for the duration of your stay. When you travel, make sure they are in the original containers with legible copies of the prescription in case you are asked any questions by Customs & Immigration. If you cannot obtain sufficient supplies in advance, be aware that UK doctors will not fill a US prescription. A UK doctor will prescribe based on their diagnosis. Be aware that not all U.S. medications are available in the UK. Research/discuss alternative options if you are unable to get permission for advanced prescriptions from your doctor.

MAPPING YOUR IDENTITIES GUIDEBOOK
Our Mapping your Identities Guide was developed for students to explore their identities and evaluate their overall wellness to aid in their preparation for a successful and enriching study abroad experience. It will also help you understand the students in your program and be better allies for them.
CELL PHONES

Please be aware that a faculty member is required to carry a mobile phone during any class excursion with students for emergency purposes.

The simplest and most cost-effective way to use your cell phone in London is to buy a local SIM UK card. Contact your cell phone provider before leaving the US to ensure your phone is unlocked. UK SIM cards are widely accessible and are low-cost (around £20 for one month of data, calls, texts).

If you will be using your US SIM card and do not have an international plan, make sure you turn off cellular data and cellular roaming before you land in the UK to avoid additional charges. You can then use the phone on Wi-Fi anywhere in London. Wi-Fi is widely available in cafes, pubs, and restaurants around the UK. There is great high-speed Wi-Fi at FSU London.

Options for international communication include WhatsApp, GroupMe, Skype, FaceTime, Viber, Rebtel, and many others. If you have a smartphone, download any or all of these apps before you travel abroad in order to activate the account.

If you want an alternative to a smartphone, you may prefer to have a Pay as You Go Top Up mobile phone. London staff will be happy to advise you on the various options.

As a part of the on-site orientation, London staff will offer advice for faculty to purchase a local SIM card or Pay As You Go Top Up mobile phone OR will reimburse faculty who submit a receipt up to £20 for the cost of a SIM card or mobile phone to be utilized for class-related purposes.

As a part of FSU London’s Emergency Preparedness, U.S. faculty are asked to download the apps WhatsApp and GroupMe to their smartphones prior to departing the U.S. Once in the UK, FSU London will create a Faculty/Admin chat group as a means of contacting faculty in the event of an emergency.
POLICIES & SAFETY

SAFETY & SECURITY
Our highest priority is the welfare and security of our students, faculty, staff, and facilities. We have emergency plans in place for each of our locations and work closely with our insurers and 24/7 emergency response providers to monitor and respond to all situations worldwide. It is our policy to follow guidance from the respective U.S. Embassies, U.S. State Department, as well as local officials, and to keep students, faculty, and staff apprised of any new information. For more information on IP’s security policies and procedures, please contact our Director of Risk and Emergency Management, Chris Carroll at (850) 644-7823 or ccarroll@fsu.edu.

RESOURCES
Even though you are not on the main campus, you have access to many resources should you encounter issues while abroad. London staff are available to support program participants in a variety of ways, including connecting you with other professionals locally and/or on the main campus.

- **Terra Dotta Alert Traveler App:** Florida State University has recently adopted the use of a new international travel software program called Terra Dotta. As part of this program, all participants on International Programs will have their program information registered in the system. One of the benefits of this program are automatic crisis alert messages from Alert Traveler emailed to participants traveling in an affected area. The Alert Traveler emails will contain emergency information collected from the Department of State and other risk management resources. Please note, you will continue to receive important emergency information directly from us as necessary. Alert Traveler information is general and not program-specific. For more information and FAQs on this program, click [here](https://www.state.gov/step/).

- **Faculty & Staff Emergency Guide:** [DSST-Emergency_Folder-2021-02[1].pdf](fsu.edu)

- **Employee Assistance Program** provides help in dealing with personal and/or workplace difficulties. For more information, visit [https://eap.fsu.edu/](https://eap.fsu.edu/).

- **The U.S. State Department** maintains a web site of information for Americans traveling abroad, including current travel advisory warnings, at: [https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/UnitedKingdom.html](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/UnitedKingdom.html)

- **The Smart Traveler Enrollment Program (STEP)** is a free service provided by the U.S. Government to U.S. citizens who are traveling to or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. We strongly recommend you register here: [https://step.state.gov/step/](https://step.state.gov/step/)

- **Center for Disease Control and Prevention (CDC)** provides country-specific health recommendations, health notices, and vaccine and medication information: [https://wwwnc.cdc.gov/travel/destinations/list/](https://wwwnc.cdc.gov/travel/destinations/list/)

- **COVID-19 Resources:**
  - U.S. Department of State: [COVID-19 Page](https://www.state.gov/travel/covid-19/)
  - **CISI Insurance:** If a participant is sick or exposed to someone who has COVID-19, CISI will cover COVID testing and medical bills. If needed, CISI will medically evacuate someone back to the U.S. if deemed necessary by health professionals. However, please note that security evacuation is not covered under the CISI policy which is a standard in the insurance field.

EMERGENCY PROCEDURES
All faculty members and Program Leaders teaching abroad are responsible for the pastoral care of their students in class and during academic excursions.

Safety plans, emergency procedures, and emergency telephone numbers will be provided at the on-site faculty orientation by the London staff. Any and all crimes and emergencies must be reported immediately to the London staff, the International Programs office in Tallahassee, and to the local authorities.

In case of a personal emergency, contact the London Director, Kathleen Paul, for assistance. In case of a program-related emergency, follow the FSU London contingency plan and contact the Director.
SAFETY & SECURITY MEASURES

- Faculty members and their guests are subject to the laws of the country in which they travel.
- Encourage students to use the buddy system; bystander intervention is a powerful opportunity and responsibility for those within our community.
- FSU London will take a copy of your passport upon your arrival and will keep it on file during your time abroad. It is still advisable to keep a copy on your own separate from your passport in your accommodation and another with a family member in the US.
- **Valuables.** If a safe is available in your housing, use it to store your valuable personal items and important documents. If a safe is not available, be sure to keep these items in a secure place. International Programs is not responsible for items lost or stolen during your time abroad.
- **Pickpocketing.** In most large cities throughout the world, pickpocketing is the most common crime and can happen anytime, anywhere. We caution you to always be aware of your surroundings. Beware of strangers who try to distract you with papers, boxes, or strange gestures. Smartphones and purses are often stolen in crowded areas, cafes, restaurants, and pubs. Keep them close to you and within your sight, but out of the reach of strangers. Secure your valuables when you use public transportation, especially if you are traveling on an overnight train/coach.
- **Weapons.** Different weapons are illegal in the UK than in the US. For example, guns, mace, pepper spray, disguised or flick knives are illegal.
Whether it’s your first or tenth time visiting London, reading up on the city before your trip will help you connect and understand the culture even more. Here are a few resources the London staff frequently uses and recommends.

(Note: Florida State University is not responsible for the content of external internet sites.)

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