



HEALTH & SAFETY GUIDELINES

Instituto de Lengua y Cultura Españolas (ILCE)

Facultad de Filosofía y Letras

Universidad de Navarra (Spain)

The Safety of ILCE Students is our Highest Priority

- *Universidad de Navarra* has enforced security systems with university police, university security offices in all buildings, and close relationships with local police.
- Our student safety guidelines are explained to students during the orientation workshops upon arrival, and later as specific needs arise'
- Our faculty and staff is well-trained and knowledgeable about our safety procedures and protocols.
- *Universidad de Navarra* has evacuation plans in place in order to ensure students' safety in the event of an emergency' has plans for evacuating students to safety during emergencies.
- International students live in university dorms, homestays, or in apartments with local students. Generally, international students are not readily distinguishable from local students.
- ILCE receives regular updates from the local U.S. Embassy or Consulate regarding U.S. citizen safety.
- *Universidad de Navarra* requires that all students have health insurance so they are adequately covered while in Spain.

PERSONAL ADVISORS: STUDENTS FIRST

- *ILCE has a full-time Dean of International Students, Dr. Mark Gibson, who establishes, revises, and oversees our health and safety guidelines, and consults with the faculty and staff to maintain high standards of safety.*
- All students are assigned a personal advisor to monitor the well-being of the learner.
- Dr. Mark Gibson, ILCE Dean of International Students, work with advisors, faculty, and staff who are trained to:
 - Provide opportunities inside and outside the classroom for students to express their feelings and concerns.
 - Offer free psychological counseling to assist students in need.
 - Be sensitive to student concerns and thus make office telephones and internet access available after hours so students can contact their families.
 - Meet with students to provide accurate updates on crises and to quell unfounded rumors