



# **FSU VALENCIA - SAFETY GUIDE**

2018-2019

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## Introduction

Studying abroad is an important decision. It is a rewarding experience that will enrich your personal life and education. Being in a foreign country offers new experiences; get in contact with a new culture and lifestyle and see the world from a different perspective. However, your safety is an important part of your overseas experience.

This is a useful guide for students abroad to provide relevant information about safety and security protocols while studying in FSU Valencia Campus. The safety of the students and faculty is the first concern of the FSU Valencia staff.

Inside, you will find advice that spans from common sense safety tips to instructions about how to act in different awkward situations. FSU Valencia follows the advice of the State Department, US Embassy, and the Valencian Police to help in formulating the security procedures. This information will help you adapt faster to your new home and culture and be aware of the FSU in Valencia policies as well as the different laws that apply to you while in Spain. Remember that while you are in Spain you are subject to Spanish laws.

Valencia is a warm and safe place that provides the perfect environment and opportunity to study abroad. The experience to study abroad in Valencia provides many opportunities for one's self to grow and learn as a person, while also living in a location where other cultures are not too far to discover and explore. This city has a well-balanced mix of showing its history around every corner as well as showing a bright future that is in the making. After reading this guide, we expect that you will feel prepared to face any challenging experiences you may encounter while living with us. You should know how to make good decisions about your own safety in Valencia, what to do if you do become a victim of a crime, and what to do in the event of an emergency or alert.

All information in this document is updated annually and is produced in accordance with the Federal Jeanne Clery Act of 1990.

## Arrival

After a long trip you may feel excited but exhausted and even disoriented. It is very easy to become distracted while traveling. In order to avoid any sort of incident with your personal belongings, the following is some advice that may help in your first hours in this foreign country.

- Take special care of your passport, travel documents, tickets, and credit cards, and keep them with you in a safe place. We advise that you keep a photocopy of your passport personal information page (the page with your name, photograph, passport number, etc.), visa page (if applicable and any entry documents packed separately from your passport. If you lose your passport, contact the FSU study center or the emergency phone contact numbers provided upon arrival.
- Bring enough cash to cover your immediate needs such as taking a cab, using a public phone or buying some food.
- Carry your credit cards in a safe place, such as an inside pocket, a money belt or a zipped bag. If you lose any of your personal documents, report the loss to the local police (091) immediately and notify the FSU staff soon afterwards.
- Keep the telephone numbers of FSU-Valencia handy, in case you need to call for advice or notify them of a change in your plans.

- Label your luggage clearly, so that it can be sent to you if it is separated or lost during the journey.
- If you do lose your luggage, fill out a claim form in the lost baggage office of the airlines before you leave the airport.

### Orientation materials -Important meetings and documents

In addition to the Safety Guide, the following meetings and documents form an integral part of our safety procedures and are imperative to student safety in Valencia:

- **Orientation Meetings**

There is a three-day mandatory orientation upon arrival in Valencia. It is very important that all new program participants attend this orientation. It covers essential information about your stay in Valencia, safety and security plans, health, food, use of housing appliances, etc. including more in-depth explanations of the topics listed here.

- **Student Handbook**

You can access a friendly online handbook through the link <http://fsuvalenciainfo.blogspot.com.es/> this document specifies most of the rules and regulations that students should be aware of. They relate to the housing residence, FSU-Valencia study center and other facilities in the building. It also contains very useful information about the local area and services available to students and faculty, including safety advice.

- **FSU-Spain Emergency Plan**

The *FSU Spain Emergency Plan* is given upon arrival. Step-by-step instructions are provided for students and faculty on what to do if there is a crisis situation such as a fire, natural disaster or terrorist attack, in Valencia or any other location in Spain.

- **Fire Safety and Prevention Plans**

These documents are also handed out upon arrival. Students and faculty are informed of the instructions and procedures about how to act in case of a fire in the building. A guide of practical advice and rules is provided on how to prevent fire accidents in the rooms. Fire drills on campus facilities occur during the group's stay throughout the semester.

- **Emergency Phone Numbers**

All students and overseas faculty receive a wallet-sized emergency contact information card, which should be carried with the students at all times. It contains the emergency cell phone numbers for the Valencia staff and useful contact numbers for the local emergency services, the local police, the US Consulate and the US Embassy. It also contains the Study Center contact information and other useful numbers such as taxi companies or resources to assist cancelling credit cards.

### Safety on Campus:

#### ***FSU Study Centers:***

Both Garnet and Gold FSU Valencia Study centers are located in the downtown area, right at the old historical quarter, within walking distance from the most important sites in town.

Both Study Centers have classroom & office areas. FSU Valencia study center buildings have 24/7 reception service on the ground floor.

For this reason and according to our location, we have developed the following information to ensure your safety.

- **Security in the Building**

There is 24/7 reception service. Inside the Garnet and Gold buildings, a locked door separates the Study Center on the ground floor from the apartment area. Students have access to this area with their swipe cards. This applies to Garnet and Gold housing units.

Other apartment units that are only residential may not have an around-the clock physical receptionist. However, they are covered by permanent reception service assistance. This service is staffed accordingly to ensure each building can receive proper assistance if necessary. Additionally, reception staff make regular rounds in FSU student housing facilities and are more frequent in the night time to ensure safety.

The Study Centers are equipped with CCTV cameras in the common areas.

Please, help the FSU-Valencia staff keep the FSU facilities safe. If you notice anything/one suspicious, please warn the staff immediately.

- **Swipe Cards**

All Program participants, (students and faculty); receive an FSU-Valencia ID card for identification. It contains your name, picture and the FSU University logo. You may be requested to identify yourself by any FSU Valencia staff member working at any of both Study Center buildings. This is a security measure to know you are an FSU resident. If you ever see a stranger walking behind, do not hesitate to ask to see their ID card or report it immediately to the staff.

- **FSU Staff**

The staff at FSU-Valencia is prepared to assist you and help you settle into your new location. They will give you the necessary advice to handle any sort of situation overseas. The staff is available office hours Monday through Friday between 9:00am and 5:30pm.

The reception desk staff at the Study Center facilities is available 24 hours a day. In case of a serious emergency, you must contact the program's director by either calling the emergency phone contact numbers or reporting your Program Assistant or the front desk staff.

Maintenance and cleaning personnel are authorized to enter FSU apartments for work purposes. These staff will always be identified and will have an FSU ID. They will be wearing uniforms with the FSU or provider logo. Cleaning turns and schedules are provided during orientation upon arrival.

- **Visitor Policy**

Visitors are not allowed in any part of the building except with a previous authorization from the Program Director or Student Services office. All visitors to the building are required to sign in at the reception desk and leave a real identification card. Program participants should ask for authorizations within office hours. Visiting hours go from 9:00am to 10:00pm. Overnight guests are not allowed in the building between 10:00pm and 9:00am. Anyone who hosts a visitor overnight will be subject to disciplinary action according to FSU housing rules and Conduct Code. You may find further information on local accommodation for your guests at the Student Services Office or front desk.

- **Building Alarms and Fire Safety**

The FSU-Valencia buildings have, by law, a *Fire Safety Prevention and Proceeding Plan*. If you hear the fire alarm you must evacuate as quickly as possible. You should familiarize yourself with the fire procedures that are provided to you at your arrival. Read carefully through the few suggestions to prevent fire.

If you encounter a potential risk of fire in the building, call the reception desk immediately, (Study Centers dial 1000)

Leave the area. Stay calm, do not scream or run without control. Go to the emergency exits. Never use the elevators. If your clothes are on fire, do not run; roll on the floor until you extinguish the fire. Never go backwards. Do not push other people while walking down the stairs. Use the ways of evacuation indicated by the evacuation team at any moment. Leave the apartment or study area and go to the main entrance. A handout on fire safety is provided to the students.

***Safety tips at your arrival***

We strongly recommend not walking around the city with your original passport unless it is necessary. Make a photocopy and carry it with you at all times and keep your original one safe in your room or apartment.

Do not take all your credit cards or other American documents such as your driver's license or Health insurance cards with you if you are not going to need them.

Walk in small groups or share a cab if you are returning to your apartment at night.

Have with you the emergency phone numbers card which you will be given upon arrival.

***Secure your belongings***

We do not recommend that you bring priceless items to Valencia. You may find either a safe drawer cabinet or a safe box in your bedroom or apartment. Please use them to store small items and important documents such as the airline tickets, credit card, passports or laptops.

You should always remember to close and lock your apartment door. If an intruder did get into the building (by following someone in, for example) they would look for open doors and could walk away with your belongings.

**Reporting a Crime in Spain**

If you are a victim of crime, call the local number for Emergencies **112**. Report the incident to the FSU-Valencia administrative staff as soon as possible so that we can assist you. You can fill out an official police report both by phone or at by going to the specific police office where there are English forms or English-speaking officers who will help you

[www.policia.es/denunweb/den\\_tel\\_in.html](http://www.policia.es/denunweb/den_tel_in.html). You will also be asked to fill out a crime report for statistical purposes. The crime report can be anonymous, if you prefer.

If you are not in Valencia, you should follow the same procedures. Then, notify the FSU staff.

It is important that you and the administrative staff keep a copy of the report. It is legal proof of the incident.

The FSU-Valencia Study Centers are located in downtown where police officers patrol the area regularly. The police patrol the neighborhood by car and on foot around our buildings. We have a good working relationship with the "*Policía Nacional*" and "*Policía Local*" of the area in terms of safety and security in Valencia. The goal is that students learn about crime prevention, Spanish laws regarding petty crime, alcohol and drugs, support associations, etc. through information programs upon arrival.

See below the address and phone numbers of the police stations where you should go to report a crime or sexual attack.

<p><b>POLICIA NACIONAL</b>  C/ Maldonado, 18  46001 – Valencia  Tel. 96 315 5690  (to file a report for theft or lost items and other reasons)  You need to call: 902-102-112)</p>	<p><b>POLICIA LOCAL</b>  c/ Alta, 5  46003 - Valencia  Tel. 96 391 7636  (to seek for help &amp; safety advice)</p>	<p><b>JEFATURA DE POLICIA</b>  C/ Gran Vía Ramón y Cajal, 40  46007  Tel. 091 or 963 539 539  (to file a report for aggression or sexual assault)</p>
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### Safety off Campus

Valencia is a relatively safe city with a low violent crime rate compared to US cities of an equivalent size. Petty theft such as pick pocketing and bag snatching is common, and you should stay alert in order to look after yourself and your belongings. As in any city, you need to be streetwise and be alert to dangerous places or situations.

#### **Tips to avoid becoming a victim of crime:**

Should you be a victim of crime, seek help by calling Emergencies 112 or 091 (Policía Nacional). Report the FSU-Valencia staff immediately.

- Always keep an eye on your belongings.
- Do not carry your wallet in your back pocket and always carry your handbag fastened and secure, so that it is not easily accessible.
- Take special care of your handbag or wallet in crowded places.
- Do not leave your belongings unattended. Avoid leaving your bag on the floor in a club or bar, at the back of the chairs in restaurants, shop or movie theatre.
- Avoid street gambling stalls. They are a fraud.
- When going to the beach, take only the bare essentials and try to go accompanied.
- Be aware of people trying to distract you. Avoid bumping into other people or letting others come too close to you. Don't trust those people offering to clean stains on your clothes or when you are told something has fallen to the ground. They may take advantage of the situation to steal your wallet.
- Cover your PIN number at cash points. If you use an ATM that is inside the bank, make sure there are no beggars inside. Lock yourself in while you are taking money out of the ATM.
- Do not carry your passport with you, unless it is necessary.
- Be conscious of your belongings in busy places and tourist spots like the metro, bus stops, bullring area, restaurants and cafeterias, and so on.
- Remember that alcohol consumption impairs your judgment.
- Always keep some money separate from your wallet, so you can always get home.
- Do not walk alone at night – take a licensed cab. Otherwise, walk in groups. Keep alert when walking around unknown places. Avoid walking through darkness. Choose well-lit streets or main avenues.
- Never accept a ride from someone offering you a taxi. Stop a white cab or call a licensed taxi company. Phone numbers are available in the small emergency card. If you feel unsafe, call the Study Center and the front desk staff will send a cab to pick you up.
- Make sure you know where you are going – study the map before you go out.
- Avoid suspicious people and situations.

**If you are attacked or have your belongings stolen:**

- Avoid being hurt. If necessary, let the person take your personal belongings.
- Scream and shout to attract attention immediately. Find safety in any populated area such as in restaurants, store, etc.
- Report it to the police or emergencies by calling **112**.
- Report it to a member of staff using immediately.
- Cancel your credit cards (toll phone numbers are provided in your wallet emergency card)
- We can arrange counseling if you need it.

**In the Event of a Security Alert**

Unfortunately, Spain has had some experience in national terrorism. Therefore, we count on special corps of the *Policia Nacional*, *Guardia Civil* and emergency services that have been well trained and equipped to prevent terrorist attacks and deal with these types of crisis.

The anti-terrorist policy and security measures are constantly working all over Spain.

In case of crisis, FSU Valencia staff is prepared to put our *FSU Valencia Emergency Plan* into effect.

Please, it is important that you keep and consult the handout that is given to you upon arrival and learn the procedures, meeting points and contact numbers. More detailed information is provided in the orientation meetings on this regard. The handout is also accessible at the Facebook closed group of the semester and the administrative office.

We have always provided students and faculty with instructions on what to do if there is a crisis situation. We closely follow the advice of the State Department, US Embassy and Local Police. Also, our program is member of APUNE (North American University Programs in Spain) association that gives us support in terms of legal and security procedures.

**Basic Safety Tips:**

- Always carry a personal ID and the copy of your passport with you at all times (except if you are going abroad). Spanish police can stop you and ask you to identify yourself.
- Register your cell phone number with the Student Services office, so we can contact you in an emergency (we will not use it for any other purpose)
- Fill out the FSU online travel form if you plan on going for the weekend or holiday break: <https://international.fsu.edu/informationrequest/travel/travelform.aspx> . It is accessible at the IP web site. You can also access a link at the FSU Valencia close Facebook group of the semester. If you are in a rush, you can quickly leave the information with the front desk person and they can fill out the online travel form afterwards on your behalf. Travel forms are an essential way for us to account for everyone in the event of a crisis and it is a mandatory procedure.
- Let your roommates know if you are going somewhere and when you expect to be back.
- Always carry your FSU Emergency Contact card with you.
- Never leave your belongings unattended in a public place, including this building, and especially on public transportation.
- Be vigilant if you see an unattended bag anywhere– report it immediately to a member of the staff, or call the police (091)

### **What to do during a security alert:**

The Spanish Emergency services and security forces are well trained and they are prepared to respond to any type of crisis including terrorist attacks. FSU Valencia has emergency plans ready to implement in case of a serious major alert or crisis in Valencia or any other place in Spain while the group is traveling.

*The Emergency Plan & Procedures* handout with contact numbers and directions to our meeting points is given to all participants, students and faculty, at their arrival during the orientation session.

- Stay calm and follow the instructions of law enforcement officers and any emergency services personnel at all times.
- Make your way to the FSU Study Center (our primary meeting point) – on foot - do not use public transportation.
- If you cannot get to the Study Center you should immediately call the emergency cell phone number of the program's director.
- If the Study Center is inaccessible for any reason you should go to the secondary meeting point for directions. Please consult *The FSU Valencia Emergency Plan* handout given upon arrival.
- Follow the advice of the FSU staff, *Guardia Civil & Policia Nacional* staff at all times. As US citizens you can also contact the US Authorities, US Embassy in Madrid (+34 915-872- 200)
- Call or email home as soon as possible to let them know you are ok.

## **Drugs and Alcohol**

**Before reading this section, you should know that the information, rules and advice on this respect is based on the application of the Spanish Laws, the State of Florida rules and Florida State University Student Conduct Code regarding drugs and alcohol consumption in university residences.**

### **Illegal Substances**

Drugs that are illegal in Spain include, but are not limited to, the following: cannabis (marijuana, dope, grass, hash, pot), heroin, sedatives (unless prescribed by a doctor), hallucinogens (LSD, acid, magic mushrooms,) cocaine, crack and amphetamines (speed, ecstasy). Drug laws in Spain and other countries you may visit are different, and often less tolerant than US laws.

The possession, cultivation, elaboration and dealing of any of these drugs are a criminal offence. It means that you can be arrested. Local police notify the foreign embassy of anyone who has been arrested. You can be deported for drug convictions. FSU Spain will cooperate with police and we will not circumvent the civil authorities.

### **University Policy on Illegal Drugs**

The unlawful possession and distribution of drugs will not be tolerated on any university premise. The possession of drugs is totally forbidden in Garnet and Gold FSU-Valencia Study Centers and FSU Student housing facilities.

Upon finding evidence of drug use, possession or distribution by any student, staff or faculty member, the university will take appropriate action, including, but not limited to, dismissal from the program. (See the student conduct code – section *offences (8a to 8j)*)

Faculty, staff and students should be aware that in addition to university sanctions they might be subject to criminal prosecution under Spanish laws that specify fines or imprisonment for drug-related offences.

### **Alcohol**

In Spain, the consumption of alcohol is often understood as a part of social interaction. Pubs, clubs, “bares and bodegas” are common social meeting places and are common in Spanish culture. A glass of wine or beer is often included in the daily menu. Many students may feel attracted to heavily drink because of the legal drinking age, easy access to alcohol, and the reasonable cost. The legal drinking age is 18 in Spain. FSU-Valencia encourages responsible decision-making. If you choose to drink alcohol, do so responsibly and legally. Be aware of the consequences and avoid drunkenness. Many serious incidents occur because of alcohol abuse and students losing control or even consciousness. For many of you coming in the program, it will be your first time to drink legally. You should be aware that alcohol consumption is a responsibility, and that while in Valencia, you are subject to FSU regulations, as well as Spanish laws. In order to prevent bad experiences, take the following precautions:

- If you choose to go out for a night drinking, never do it alone. Stay in groups and use the “buddy system”.
- Avoid “power drinking” and observe that the alcohol consumption in Spain usually consist of drinking during longer periods. Remember drinking is often a part of socialization for Spaniards. Learn your own limit. Not everyone has the same tolerance to alcohol. Prevent serious consequences in terms of health and safety.
- Never leave your drink unattended.
- Know where you are before you start drinking. Try to stay with your group of friends and do not trust people that try to persuade you to walk to other areas that you do not know.
- Carry with you the address of the Study Center and the emergency contact numbers.
- Always have an emergency cash amount of 20€ separate from the rest of your money so that you can pay for a cab home.

**NOTE!** In case you do not have money with you at the moment, call the Study Center and the front desk staff will send a taxi wherever you are to bring you home. You can pay for the taxi ride the next day at the front desk. This system allows FSU students to get home safe if your wallet has been stolen or you have been run out of money at any time (day or night). To identify the cab, the cab driver will stop at the indicated place that you told the front desk previously and they will ask for your name.

### **University policy on alcohol consumption**

Students staying at the FSU-Valencia facilities are subject to Spanish laws as well as the Florida State University rules under the State of Florida laws. These regulations apply to all students, guests, faculty and personnel in FSU-Valencia Study Centers.

According to the FSU student conduct code you are considered to violate the rules in the following cases:

*“possession or consumption of alcohol when under the age permitted by the State of Florida”*

*“providing alcoholic beverages to an individual who is under the age permitted by the State of Florida”*

*“Driving while under the influence of alcohol”*

*“Intoxicated behavior”*

*“any other violation of the FSU Alcohol Policy, Rule 6C2-6.012,F.A.C”*

Illegal, abusive or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury or damage to property will result in disciplinary action, beginning with conduct probation.

Therefore, within the FSU-Valencia facilities; the consumption or possession of alcoholic beverages in the common areas of the building are forbidden whereas inside the apartments are not completely forbidden but restricted to a limit. However, intoxicated behavior consequences are considered to commit a serious misdemeanor that will result in a disciplinary action according to the FSU Study Center regulations.

### **Advice and Information on Alcohol Abuse**

Advice and information for people with alcohol problems or anyone concerned about alcohol misuse can be found at different associations. They offer informative sessions, personal orientation and group chats. The FSU staff will act as facilitators to find local resources with English speaking counselors or professionals. These are some of them.

### **Alcohólicos Anónimos (Alcoholics Anonymous): 963-917-160**

Website: [http://www.alcoholicos-anonimos.org/v\\_portal/apartados/apartado.asp?te=227](http://www.alcoholicos-anonimos.org/v_portal/apartados/apartado.asp?te=227)

Email Contact: [info@alcoholicos-anonimos.org](mailto:info@alcoholicos-anonimos.org)

Alcoholics Anonymous (A.A.) is a fellowship of men and women who share their experience, strength, and hope, so that they may overcome their common problem and help others to recover from alcoholism. The only requirement to be a member of A.A. is a desire to stop drinking and stay sober and to help other alcoholics achieve sobriety. They offer English meetings during the week on Wednesdays and Sundays.

**Proyecto Hombre: 963-597-777** (We can facilitate translator or contact the association for English speaking people)

Website: <http://www.proyctohombrevalencia.org/proyecto-hombre/mision-vision-valores.html>

The mission of Proyecto Hombre is the treatment and integration of people with problems to alcohol, drugs and other addiction. Their humanistic philosophy is based on the values of the educational program "Proyecto Hombre" that allows the implementation of effective responses to achieve their autonomy and social incorporation.

## **Sexual Assault**

The following precautions may help you avoid becoming a victim of a crime of a sexual nature:

- Read and use the *tips to avoid becoming a victim of crime* and use your common sense.
- Remember that alcohol consumption impairs your judgment.

- Refrain from being alone (i.e.: in a car, home or unpopulated place) with someone you do not know well, especially if you are not sober.
- If you do separate from your friends while you are out for the evening, let them know where you will be and give them a contact number, if possible. Make sure you contact someone to let them know your whereabouts.
- Never leave your drink unattended, or accept a drink from someone you do not know well. Remember that cultural norms and expectations are different. Your assumptions based on the situation (i.e.: conversation, body language, etc) may be very different from another person's assumptions.

**If you are a victim of rape, sexual assault or harassment:**

- You should call the emergency number **112** immediately. Contact a member of staff or call the emergency cell phone numbers immediately. **All cases will be treated with privacy and information will only be shared on a need to know basis. However, confidential resources will be provided.**
- An FSU staff member will help you contact the local authorities so that you can follow the required procedures in these cases.
- Do not clean yourself or the crime scene, if possible, as it may affect the ability to prosecute the attacker.
- We can help to arrange counseling and after care.

The *Policia* and *Guardia Civil* have specially trained officers to investigate cases of sexual assault. For an emergency, you should call **112**. During office hours you can call 902 102 112 for help and advice. Again FSU staff team will be available on the emergency phone numbers to assist you at any moment.

For local support in the event of sexual abuse, the following facilities are available:

- **Centro de la mujer 24 horas** (Woman Center 24 hours)-  
Address Calle de la Guardia Civil, 21 Tel. 900-580-888 (translator can be provided)  
<http://www.inclusio.gva.es/ca/web/mujer/centros-mujer-24-horasa59>

It is a public agency that helps women who have been victims of physical and or psychological abuse, sexual assaults, sexual abuse and sexual harassment.

- [Centre Municipal de la Mujer](#) (Women Center) Tel. 962-087-475  
Calle Gobernador Viejo, 14 46003 Valencia.

**University procedure**

The university will take any allegations of rape, sexual assault or harassment very seriously. Students accused of crimes of a sexual nature will be subject to university judicial procedures. See Student Conduct Code 1(e) a to i articles. In addition to university sanctions, they may be subject to criminal prosecution under Spanish laws.

**Safety when Traveling**

Valencia is strategically located by the Mediterranean Sea. This good location offers you many possibilities to travel all around Europe and the Mediterranean countries. Many students and faculty plan their trips during the break holiday or long weekends. Remember that you are subject to the

laws of the country that you are visiting. Therefore, take the next recommendations to stay safe when traveling:

- Make sure you fill out the on line travel form for the FSU-Valencia study center. This is mandatory.
- Inform your roommates or close friends about your itinerary and when you are expected to be back especially if you are traveling alone.
- Get informed beforehand about the country you will visit. Notice that laws are different in each country. You can research for further information on the Consular Agency web site [www.travel.state.gov](http://www.travel.state.gov) Look for travel advice and possible travel alerts before going to the location.
- Plan your trip with ample time and make sure you arrive to destinations on time.
- Remember you should not leave your belongings unattended at airports, train/bus stations or other public areas.
- Be sure you fill out a baggage claim form before you leave the airport if your luggage gets lost.

### **Cultural Sensitivity**

There are many cultural differences in the way people behave in other countries, including Spain, which you should be sensitive to, in order to protect yourself and avoid offending people. Wherever you go you should read the news and be informed about your destination so you do not find yourself in difficulties. In general, it is best to try not to stand out too much. It is advisable not to discuss politically sensitive issues in public, and not to get involved in any local politics or protests.

Learning a few key phrases of the language is also essential.

### **Travel Forms**

It is mandatory for students to fill out the Independent Travel Form for any independent overnight trip away from the study center. FSU-Valencia staff must be informed in case of any emergency. You can fill out the Independent Travel Form online through the International Program's web site at <https://international.fsu.edu/informationrequest/travel/travelform.aspx> . The link is also available through the semester's closed Facebook group. Do not report your travel to and from the program or for program scheduled overnight excursions. If you are in a rush, you can leave the information with the front desk person and they can fill out the online travel form on your behalf. Don't forget to also inform your roommates of your travel plans and when you expect to return. If you are significantly delayed, please call to let us know or communicate via e-mail.

### **State Department travel advice**

You are advised to consult the State Department's website, and in particular, their Travel Advisories, before you plan your trip for entry requirements, safety concerns, culture awareness advice, immunizations, etc. Go to: [www.travel.state.gov](http://www.travel.state.gov)

### **Smart Traveler Enrolment Program (STEP)**

This is a free service provided by the US Government to US citizens who are traveling to, or living in, a foreign country. STEP allows the State Department to better assist you in an emergency and to provide you with updates, travel alerts, and other information. Go to: <https://travelregistration.state.gov>

All students should register for the period that they will be staying in Spain. You can also register any other trips that you plan to take while you are in Europe.

## **US Embassy Services**

The US Embassy in Spain is located in Madrid and provides assistance to US citizens in the following address and phone contact number:

Calle Serranos, 75

28006 Madrid

Tel. (+34)915 87 22 00

<https://es.usembassy.gov/>

US Consulate in Barcelona

Po. Reina Elisenda de Montcada, 23

08034 Barcelona

Tel. (+34) 932-802-227

US Consulate in Valencia

Calle Romagosa, 1-2nd floor office J.

46002 Valencia

Tel. (+34) 963-516-973

## INCIDENT REPORT

All information recounted on this report may form part of an official university process, including student conduct processes, Title IX, etc. It may be made available to all parties involved. Identifying information may be redacted depending on reporting requirements.



**Student(s) Involved:**

<b>Student 1</b>	
<b>Student 2</b>	
<b>Student 3</b>	

**Incident Details:**

<b>Date of Incident</b>	
<b>Time</b>	
<b>Location</b>	

**Description of behavior/incident (include facts and objective observations):**

**Name of person documenting behavior/incident:**

(Please print)	Position
Signature	Date

**Witnesses to the incident:**

<b>Witness 1</b>	
<b>Witness 2</b>	
<b>Witness 3</b>	

**Student and Witness Details:**

	<b>Student Name/EMPLID</b>	<b>Study Center Address</b>	<b>Telephone/Email</b>	<b>Date of Birth</b>
<b>Student 1</b>				
<b>Student 2</b>				
<b>Student 3</b>				
<b>Witness 1</b>				
<b>Witness 2</b>				
<b>Witness 3</b>				