Safety and Security
The safety and security of our students is always of utmost priority for Sweet Briar College, JYF in Paris. In light of the current climate and terrorist activity in Europe, concerns about real and perceived threats to US citizens, both at home and abroad, are not unfounded. However, we wish to assure you that the JYF program and staff in Paris and Virginia are well prepared, based on the JYF in Paris Risk Management Plan to ensure that students are kept as safe as possible at all times.

The JYF program follows the safety policies and procedures of Sweet Briar College, Columbia Global Centers/Reid Hall as well as the program specific protocols outline in this JYF Risk management Plan. We maintain channels for communication, educate students about ways to stay safe by helping them take personal responsibility for their own safety, and urging them to follow our guidelines at all times. The JYF office, located at Reid Hall administered by Columbia Global Centers, 4 rue de Chevreuse in the 6th arrondissement of Paris is on a quiet residential neighborhood. Furthermore, we feel that living with a host family in residential neighborhoods all around the city provides students with another layer of safety. Host families often become crucial anchors helping students learn their way around the city.

Health
Living and studying in Paris is, for many, an exciting dream come true. Finding yourself in a large, unfamiliar city and culture can also be a physically and mentally challenging experience. In order to enjoy a successful semester in Paris, one must remain healthy, both physically and mentally. Before departure, it is important for students to discuss their travel plans with medical professionals so that they can be as prepared as possible. As part of the JYF application process, we ask that students fully share any physical or psychological pre-existing conditions or special needs with JYF in Paris by indicating this on the JYF Confidential Health History form.

In this way, JYF staff can take this into account in selecting host families, make arrangements in advance for any necessary special needs, and be prepared in case treatment is needed while abroad. This includes any physical, dietary, and mental issues. This information will be shared only with certain personnel at JYF in Paris, medical providers or hosts, if necessary, and except in unusual cases, answers will not affect your admission to the program.
Health insurance:
All students are covered by the Cultural Insurance Services International (CISI) comprehensive insurance plan. We also recommend that students verify if their current family insurance policy offers coverage abroad and maintain this policy while in Paris. The policy covers students for the duration of their semester/year with JYF.

In addition to providing medical treatment for accident and sickness insurance, the plan will cover medical evacuation and repatriation as well as security evacuations should they become necessary. In addition to the above, the Team Assist Plan was designed by CISI in conjunction with the Assistance Company to provide travelers with a worldwide, 24-hour emergency telephone assistance service. Multilingual help and advice may be furnished for the insured in the event of any emergency during the term of coverage.

PREDEPARTURE

- A Health History form and disclosure is required as part of the application. If there is a concern JYF will discuss it with the student and parent.
- Safety and emergency plans and contacts are shared with students and parents prior to departure
- All students are registered with the American Embassy in Paris via the Smart Travelers Enrollment Program (STEP) program of the U.S. Department of State. And JYF receives safety updates daily from the U.S. State Department of State’s Overseas Security Advisory Council (OSAC).
- Foreign nationals are encouraged to register with their country’s embassy in Paris.
- All JYF students are required to have a working cell phone while in Paris, to keep it charged at all times, and to respond to and/or check-in with JYF staff in the event of an emergency.
- The Program Director and Assistant Director in Paris have all students’ cell phone numbers entered in their own cell phone in order to be able to call or text them in case of an emergency.
- JYF Staff also have students’ parents contact information.
- Students and parents are sent information on the CISI health insurance plan before departure

ON SITE:

Orientation on arrival:
- Upon arrival, students are given contact information for JYF staff and other emergency phone numbers in the form of a wallet-sized card. This Emergency Card, which students are urged to carry in his/her wallet, lists emergency contact numbers including that of the Director, other staff, U.S. Embassy, Police, Ambulance, etc. Parents are also given this information.
• During orientation students are given safety information on alcohol use, sexual 
harassment/misconduct, personal safety in street & metro safety, drugs and local law 
enforcement.
• Safety measures are explained in depth during the program orientation, including:
  o Keep cell phones charged and connected as much as possible.
  o Carry the Program ID card (with emergency numbers) at all times.
  o Avoid American establishments and gathering places.
  o Keep low profile - speak French in public places, avoid groups of Americans.
  o Avoid wearing American (logo) clothing and baseball caps.
• Information on health insurance, French health systems and procedures for accessing 
care. In the case of illness or mental health distress, a member of JYF staff will assess the 
student’s condition and usually accompany them to the doctor or hospital.
• All students are required to notify JYF about any independent travel away from Paris.

Safety at Reid Hall
• The Reid Hall offices at 4 rue de Chevreuse, Paris 75006, administered by Columbia 
Global Centers, have installed security measures including:
  o Swipe entry cards for all students at the main entrance
  o The rear entrance to Reid Hall remains locked at all times except for large 
deliveries. JYF has a key to unlock this rear entrance.
  o Surveillance cameras are located in the main entrance of Reid Hall, outside the 
rear entrance and in the Grande Salle. An external video camera connected to the 
reception area
  o The receptionist carefully monitors all students’ entry into the building in 
person as well as on the video feed.
  o A security guard checks all classrooms, offices and common spaces before Reid 
Hall is closed every evening.
  o Reid Hall is registered with the Paris prefecture and is subject to regular 
inspections related to security and safety followed by written reports.
  o Reid Hall has a very detailed set of protocols for evacuation in case of fire or for 
other safety concerns. These protocols are posted throughout the building and 
all staff members are trained to follow these protocols in case of emergencies.
• Emergency procedures are posted on the bulletin boards at our SBC JYF offices. Since 
most students take one or two SBC courses, they have access to the information. 
Students also stop by regularly for advice from our Director and Assistant Director.
• Reid Hall Emergency evacuation procedures are posted on bulletin boards throughout 
the building include at our SBC JYF offices.
• Classroom safety in the Reid hall building is assured by Columbia Global centers.

Housing Safety
• Host families offer students many linguistic, cultural, practical benefits including the 
safety of having the guidance and protection of a local family.
• Most students are housed with JYF’s carefully selected families in Paris, all of which 
have been evaluated and reviewed by JYF’s housing coordinator and students are asked 
to evaluate their housing situation at the end of each semester. Sweet Briar College, JYF
in Paris staff carefully vets the host family through written questionnaire and a home visit and in-person interviews with each household member. SBC-JYF thoroughly inspects the property and room where students will be living to make sure that the housing is safe: building construction in good repair, sanitary conditions inside, safety of entry, ventilation, heating, and that it is located in a safe area of the city. By law, all apartments must be equipped with smoke detectors. The host families are informed of their student’s health concerns or food, animal, or product allergies.

- Wifi is provided at the JYF office and all host families have wifi accessible to students in the home.

INCIDENT PROTOCOL AND RESPONSE

Timely Warnings and Emergency Notifications

- JYF staff maintain awareness of current event in the city
- Students receive Smart Traveler Enrollment Program (STEP) notifications from the American Embassy
- JYF Director sends proactive warning notifications of incidents or future events to students
- Program participants parents and study abroad contacts at their respective college/university are notified

Incident Response
In the event of a security event SBC-JYF staff will assess the severity of the incident, crisis or emergency.

Level 1 incident (non-emergency)
Medical care, mental health distress, lost documents/money/flight, lost participant, minor accident/injury/illness, petty theft, road accident, student discipline, travel delay, public demonstration, riot, strike, or civil unrest.

JYF staff will:
- Talk and assist/counsel the student(s) as needed,
- refer or accompany to doctor or hospital
- Communicate with parent, home school contact, host family, if appropriate
- Communicate with all students, if appropriate
- Assist student in the event they are unable to attend program学术 activities due to personal health. Alternate plans can usually be made to assure students can complete their academic program.
Level 2 incident (emergency)
Alcohol/drug abuse, arrest/criminal charges, assault (sexual/other), crime committed against a student, family emergency, injury/illness - serious medical evacuation

JYF staff will:
- Talk and assist the student(s) as needed
- Reported to local police, if appropriate
- Communicate with parent, home school contact, if appropriate
- Communicate with all students, if appropriate

Level 3 incident (crisis emergency)
Death, epidemic outbreak, hostage situation, kidnapping, natural/human disaster, political/civil unrest terrorism, arrest or detention abroad, sexual misconduct.

JYF staff will:
- Check-in with all students
- JYF director send specific safety guidelines including avoiding areas affected and shelter in place
- Assist students in the event they are unable to attend academic activities due to safety or other concerns by intervening with university and/or professors on their behalf to assure students can complete their academic program
- Refer to local police, if appropriate
- Contact student’s Embassy, if appropriate
- Work with medical professionals and team assist plan
- Communicate with parent, home school contact, if appropriate
- Communicate with all students, if appropriate
- Activate the Emergency Plan, coordinated by the Reid Hall administration which includes “shelter in place”, emergency evacuation procedures, and an alternate off-site meeting place (See Reid Hall security document)

SBC-JYF emergency or crisis response chain of communications:

JYF program Director in Paris cell: (0)6-61-66-95-46
JYF Assistant Director in Paris cell: (0)6 79 26 06 83
JYF Associate director in VA (434) 381-6109, outside of business hours contact SBC Campus Safety: (434) 381-6144 or (800) 333-6144 to reach.
Dean of Sweet Briar College, VA (434)381-6205
Campus Safety, Sweet Briar College (434) 381-6144 or (800) 333-6144

Email and telephone contact lists for student participants, parents of JYF students, study abroad advisors at their home school, and students’ host families in Paris are created each semester.
### STAFF TRAINING

- SBC-JYF on-site staff receive training through SBC to comply with Title IX reporting requirements
- SBC-JYF on-site staff receive yearly emergency and fire safety training through Reid Hall
- SBC-JYF on-site staff are experienced in assessing and responding to students’ signs of health or mental health distress

### INCIDENT TRACKING

SBC-JYF will keep a record in an incident log of serious level 2 or 3 incidents. Otherwise incident records are kept in emails and student files.

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#### JYF IN PARIS, Sweet Briar College

#### CONTACTS

**VIRGINIA OFFICE:**

The Virginia office has daily contact with the Paris office.

Juliette Monet, Associate Director:  
jmonet@sbc.edu, 434-381-6109

In case of an emergency after regular office hours, please call Sweet Briar College Campus Safety at (434) 381-6144 to reach Juliette Monet.

**PARIS OFFICE:**

Dr. Marie Gree, Director: mariegree@sbc.edu

Mme Laura Nunes da Costa, Assistant Director, lNunesdaCosta@sbc.edu

011-33-(0)1-45-48-79-30

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