

## Safety and Risk Management Travel Abroad Faculty/Leader Preparation Checklist

This checklist has been developed to assist you in thinking through and planning for travel risks. Please contact your risk management department for additional resources, forms, advice; and let us know if you have additions you would like to see added to this list.

### A. Preliminary Trip Planning Process:

- 1. **Pre-trip review** of the travel location(s)/destination(s)  
(Resource: <http://travel.state.gov>)
  - Political climate - research the regional political climate and provide clear maps of off limit areas and borders as well as GPS data to avoid unintentional trespass incidents
  - Security – especially for lodging
  - Fire safety – especially for lodging
  - Kidnap & ransom – likelihood and prevention measures
  - Theft – probability and prevention
  - Assault/rape – probability and prevention
  - Medical care – availability and quality
  - Transportation – safety and procedures
  - Driving risks – vehicle(s), driver(s), passenger(s)
  - Typically accepted means of payment for goods and services
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- 2. **Logistics** for proposed trip
  - Dates
  - Visa and passport requirements
  - Itinerary
  - Estimated number of participants
  - Number & qualifications of leaders needed – including appropriate gender matching & first aid/medical training
  - Necessary qualifications for participants (physical, psychological, academic, etc.)
  - Costs – total and per person
  - Source of funding
  - Basic “to-bring” list
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- 3. **Legal/Contractual**
  - Participant Releases - assumption of risk and waiver forms that adequately advise participants of risks for the trip planned. Obtain release forms from your risk management department.
  - Review all contracts, agreements, grants, pertinent to the trip – consult with your risk manager or legal counsel if any indemnification/hold harmless provisions exist
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- 4. **Compliance** - Understand and address applicable:
  - Federal laws such as ADA, FERPA, OSHA, etc.
  - Board of Regents Policy and University Regulation
  - Risk Management procedures and guidelines regarding Health, Safety, Security, Insurance, etc. [http://www.alaska.edu/risksafety/h\\_procedure-guide-library/](http://www.alaska.edu/risksafety/h_procedure-guide-library/)
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- 5. **Pre-screening criteria** and applications for trip participants
  - Medical fitness requirements, medical prophylaxis (vaccinations etc.)
  - Student fitness for travel (prior disciplinary violations, trouble with drugs and/or alcohol, poor judgment, emotional fitness, maturity level, etc.)
  - Consider requiring physician certificate of fitness for travel for high risk/remote travel
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- 6. **Participant withdrawal/cancellation**
  - Determine how you will handle trip participants who become uncomfortable with their participation and desire to cancel or return home. Consider refund and/or academic credit policies, if applicable. Ensure this information is provided to participants in advance of trip.
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- 7. **Trip information** for participants' parents or family members
  - Include emergency communications plan.
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**B. Trip Preparation Process:**

- 1. **Applications** distributed/collected
- 2. **Background checks** for trip leaders conducted
- 3. **Reservations** for travel and lodging made for all trip segments
- 4. **Communications:** Determine means of communication, e.g., cell, satellite phone service, etc.

- 5. **Insurance:** Determine appropriate coverage needed (trip cancellation insurance, participant coverage, employee insurance, auto, property). See available insurance: [http://www.alaska.edu/risksafety/b\\_insurance/insurance-coverage/](http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/)
- 6. **Emergency Services:** Ensure all participants are familiar with and have information in hand for available emergency services: [http://www.alaska.edu/risksafety/b\\_insurance/insurance-coverage/foreign-liability/](http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/foreign-liability/)
- 7. **Emergency contacts:** Identify a 24 hour UA employee contact for emergencies and inform all trip leaders/participants. Define expectations and responsibilities of the contact person(s). Identify how, when, and frequency of contact.
- 8. **Trip Plan:** to be filed with home UA department  
 (see sample: <http://www.alaska.edu/risksafety/download/Remote-Travel-Emergency-Plan.pdf>)
  - Itinerary copy (all legs of the trip and including transportation and lodging)
  - Phone numbers of cells / satellite phones to be used on trip
  - Participant names, emergency contact info, and other vital info
  - Passport copies from all participants
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- 9. **Contingency Plans:** Discuss with other leaders and participants
  - Luggage lost or stolen
  - Participant gets lost
  - Participant gets injured or ill
  - Participant gets arrested
  - Participant is kidnapped or held hostage
  - Participant dies
  - Participant is physically or sexually assaulted
  - Participant becomes depressed or suicidal
  - Leader becomes incapacitated
  - Transportation become unavailable
  - Weather conditions deteriorate
  - Lodging becomes unusable
  - Political situation deteriorates (IMPORTANT: Set benchmarks ahead of time to define “deterioration” and what you will do if it occurs.)
  - Alternative method to extract group from the country
  - Brainstorm other possible scenarios for which a contingency plan needs to be developed
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- 10. **Register your trip** with the U.S. Embassy or Consulate in your destination country(ies)
- 11. **Contact List:** Names, phone numbers and other contact info that may be helpful
  - U.S. Embassy or equivalent in destination country(ies)
  - Physicians, clinics, and hospitals – English speaking?
  - Dentists
  - Police stations
  - Legal services
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- 12. **First aid kit**
- 13. **Currency:** Sufficient U.S. and/or local currency or credit for trip with reserve for emergencies.
- 14. **Accident/incident Reporting:** Provide participants direction for reporting

### C. Pre-Departure Orientation:

- 1. **Passports:** Recommend they be valid for at least six months beyond return date, in case of significant transportation or political problems or other return difficulties
- 2. **Visas:** Check application deadlines and qualifications
  - If any participants are international students, ensure their U.S. Visa status will not be jeopardized by leaving the country.
- 3. **Hazards:** Identify and advise participants of specific locations or activities in the vicinity of your destination that could prove particularly hazardous (crime, topography, etc.). Give instruction on how to reduce risk.
- 4. **Free Time:** Group understanding about protocol for free time, side trips, or other deviations from group activities, what is permitted.
- 5. **Behaviors & Activity Guidelines:**
  - Provide all participants with code of conduct for trip to include list of unacceptable behavior/activities and consequences/disciplinary procedures (include alcohol and drug use).
  - Clearly outline the extent of the university's control over and monitoring of "free-time" activities.
  - Advise process in event participant becomes victim of assault or harassment, either by members of the group or by others.
  - Determine alcohol consumption policy for countries that allow drinking under the age of 21 (if travelers include this age group)
- 6. **Vaccinations:** Advise of appropriate vaccinations and/or prophylactic medicines for disease prevention
- 7. **Health & Medications:**
  - Identify issues with obtaining medications while abroad and/or ensure participants bring enough supply.
  - Identify any restrictive health conditions (asthma, diabetes, allergies. Etc/) and determine how to handle them
  - Medical alert bracelets and/or letters from physicians may be helpful for participants with unique medical conditions.
  - Identify whether dietary needs/allergies require special arrangements.
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- 8. **Documents:** The following are recommended for all participants/leaders to carry during travel with copies to be left at home
  - Assumption of risk/release agreements
  - Medical information and release forms
  - Passport photocopy
  - Vaccination status
  - Insurance card(s)
  - Biographical info
  - Durable power of attorney: [http://www.alaska.edu/risksafety/download/Durable\\_Power\\_of\\_Attorney\(Alaska\).pdf](http://www.alaska.edu/risksafety/download/Durable_Power_of_Attorney(Alaska).pdf)
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- 9. **Information Packet** for each participant should include:
  - Emergency contacts in country(ies)
  - Emergency contacts at UA home department
  - Destination contacts to include addresses, maps, etc.
  - Consulate advisories on destination locations
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#### D. Upon Arrival at Destination:

- 1. **Orientation Meeting:** Schedule immediately upon arrival at destination(s).
  - Discuss local safety issues. Consider arranging a briefing from a local representative (host, police officer, state department staff, missionary, etc.)
  - Review behavior and activity guidelines
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- 2. **Communications:**
  - If a phone has been rented in the country, provide number to group
  - Orient on phones, locations and how to use
  - Provide the in country emergency number, keeping in mind it may not be the 911 number that we are accustomed to in the U.S.
  - If no phones are available, advise group on communication protocols in an emergency
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- 3. **Embassy/Consulate:** Check in with list of participants and itinerary if not already done.

#### E. Upon Return Home:

- 1. **Debrief** with participants
- 2. **Evaluate Trip:**
  - Consider a written evaluation from participants to help improve quality of future trips
- 3. **Medical Screening** (based upon country location and or health hazards encountered)