

International Travel Risk Management Plan

There are health and safety risks associated with international travel to any destination. Acknowledging and planning for risk abroad will help travelers to mitigate risk and have action plans in case of any emergencies. Program leaders should complete this form to help keep their group (and themselves) as safe as possible while abroad.

Instructions

1. **Gather and review basic information** regarding destination's health, safety and security from the list of suggested sources. Pay special attention to local crime, safety, health, and any special risks for minority groups (race, religion, ethnicity, gender, etc.), individuals with disabilities, or LGBTBQ students.
 - a. [U.S. Department of State](#) (see [Country Specific Information Sheets](#) and [Travel Advisories](#))
 - b. [Center for Disease Control](#) (See [Travelers' Health Destinations](#))
 - c. International SOS Travel Risks Profile
 - i. Log on to [Temple's Members' Website](#) using Temple's group account number 11BSGC000017
 - ii. Selected desired destination and Travel Safety in the drop-down menu and then select "Travel Advice"
 - d. [Overseas Security Advisory Council \(OSAC\)](#) Crime and Safety Reports
 - e. International news sources and local media
 - f. Faculty, staff, or on-site contacts for anecdotal information
 - g. Review a sample risk management plan on [Northwestern University's website](#)
2. **Summarize findings on this form** and submit it to Risk Management no later than 4 weeks prior to your departure
3. **Questions?** Contact Risk Management to set an appointment to discuss your trip in person or by phone.

Trip Information

Name of Person Completing this form	
Program Leader #1 Name: Email: Cell Phone: Is this leader going on the trip?	
Program Leader #2 Name: Email: Cell Phone: Is this leader going on the trip?	
Purpose of Trip	
Proposed Travel Dates	
Travel Destination City: Country:	

Risk/Response

Use the following definitions to rate the risk severity and required actions for your travel location on the next page:

Low	Moderate	High
Unlikely to require specific application of resources; manage by routine procedures. Monitor and review.	Unlikely to seriously impact a student's participation or threaten the efficiency or effectiveness of the program. Manage by specific monitoring or response procedures. Protocols, staffing solutions, and training plans to be developed and implemented by a concerted effort between students, administrators, program staff, etc.	Likely to seriously impact students and cause serious damage, disruption, and diversion of management attention for an extended length of time. Senior management attention/cooperation of Temple offices needed and management responsibility specified.

Describe the conditions and possible events that may present a threat to the health, safety or security of participants, as well as response actions if the risk occurs. **Note that not all risks are applicable to all locations. In such cases, write “NA”.**

Description of Risk as Applicable	Severity of Risk	How You Will Mitigate Risk	Response Plans if Impacted By This Risk
<i>Example: Health Risks Urban areas have high pollution</i>	<i>Moderate</i>	<i>Students with asthma will be strongly encouraged to discuss whether or not additional measures or mediations may be required for travel.</i>	<i>If a student experiences an asthma attack, we will take her to the nearest hospital and contact international health insurance as well as Temple PD.</i>
Health Risks (non-COVID)			
Personal Safety			
Potential for Political Unrest			
Terrorism or War			
Critical Environmental Conditions <i>(ex. Potential for a natural disaster)</i>			
Everyday Environmental Conditions <i>(Ex. Access to potable water, sanitation facilities, etc.)</i>			

Transportation/Road Conditions/Safety			
Housing Conditions and Security Measures			
Working Conditions <i>(related to service or volunteer programs)</i>			
Cultural Differences <i>(ex. Attitudes towards Americans, females, LGBTQ individuals, ethnic or religious minorities, etc.)</i>			
Considerations for Individuals with Disabilities or Other Special Needs			
Other Risks			

Emergency Contacts and Resources at Your Destination

24/7 On-Site Emergency Contact Number:	
Local Emergency Services (911 Equivalent)	
Temple 24/7 International Line	
International SOS 24/7 Health Assistance	
U.S. Embassy or Consulate Address: Telephone: Email: Hours:	
Nearest ER Hospital or Clinic <i>(Obtain from on-site contact or International SOS)</i> Hospital or Clinic Name: Address: Telephone:	
On-Site Contact #1 Name: Title: Telephone: Email:	
On-Site Contact #2 <i>(if applicable)</i> Name: Title: Telephone: Email:	
Temple Faculty/Staff Accompanying Group #1 <i>(if applicable)</i> Name: Title: Telephone: Email:	
Temple Faculty/Staff Accompanying Group #2 <i>(if applicable)</i> Name: Title: Telephone: Email:	