

## Dixie State University Office of Risk Management and Safety

### International Travel Procedure Checklist

This checklist is a tool for University faculty, staff, and students to assess risk, provide for safety, and prepare the traveler for a potential crisis. The international locations, type of activity(s), number of participants, etc., will determine the level of planning and preparedness needed. You may contact The Office of Risk Management and Safety for assistance.

- Secure permission from your approving authority to determine financial feasibility and University mission compliance for the proposed travel.
- Allow for adequate lead-time for planning, preparation, review and approval. A minimum of five weeks is recommended.
- Complete the Travel Authorization Form and the International Travel Procedure Checklist.
- Review relevant laws, regulations, customs, and regulatory compliance requirements such as; export laws and controls, government sanctioned nations/individuals, research, technology transfers, etc.
- Consult the United States Department of State traveler's checklist at <http://travel.state.gov/content/passports/english/go/checklist.html>. This is where you will find alerts and warnings for your destinations as well as your contact information for US embassy's or consulates.
- Refer to the Center for Disease Control for medical advice, health risks, notices, and alerts at <http://wwwnc.cdc.gov/travel/>.
- Visit Southwest Utah Public Health Department (435-673-3528) located at 620 S. 400 E., St. George, UT 84770 regarding immunizations and health briefings.
- Create a detailed Itinerary for the trip including participants, locations, dates, times, modes of transport, lodging, daily activities, safety/security analysis, in country and out of country contacts. A copy of the Itinerary should be left with a designated DSU emergency contact person.
- Complete the Official International Travel Waiver for all travelers.
- Purchase International Travel Insurance within a few days of making your first travel purchase and a minimum of 10 days before departure. Currently the Purchasing Department is using Morton and Company Insurance but others may be used upon approval. **Read your Travel Insurance Policy carefully** to understand what is included and what is excluded.
- Complete a written emergency action plan and/or consult with the Office of Risk Management and Safety. List emergency and other important contacts domestic and abroad. Develop safe emergency meeting places. Things to consider for the plan include what to do for lost or stolen documents, medical problems, financial contingency, security protection, communication barriers, transportation, civil unrest threat, evacuation, abduction, weather-related emergencies and legal advice.
- Leave a copy of all documentation with your immediate supervision.

**EMERGENCY RESPONSE PLAN** *(Sample Template only). Each international trip will require emergency components specific to the travel. Provide all travelers with appropriate emergency information and the plan. Provide your family/department and/or Risk Management with a copy of the plan.*

International Travel Dates: Departure \_\_\_\_\_ Return to US \_\_\_\_\_

International Itinerary (Date and times for flight and airport info, in country travel, activities and lodging)

CONTACT INFORMATION (insert additional rows as required for all travelers)

FACULTY AND STAFF				
Name, Title	Email Address	Phone/Cell	Fax	Address
STUDENTS				
Name, Title	Email Address	Phone/Cell	Fax	Address
FACULTY AND STAFF				
Type	Phone	Address	Comments	
University Contact and/or Campus Police	Direct: Collect: Toll Free:		Someone to contact for after-hours notifications.	
DESTINATION EMERGENCY CONTACT INFORMATION (By Country/Region/City)				
Type	Phone	Address	Comments	
Emergency	Country specific		Determine the emergency process in the area you are traveling	
Hospital				
Ambulance				
Police				
Fire Department				
Travel Insurance (Safety and Security)			As required for each traveler. Determine location international calling codes and toll-free availability/process	
US Embassy			As applicable for each destination	
Emergency Plan			List emergency meeting place, contacts and plan for crisis	