



# 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
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- 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>)

- 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

- 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**