**TRIP LEADER CHECKLIST**

If you need assistance or have any questions about the checklist, please contact Jaime Molyneux, Director of International Risk Management at [molyneux@upenn.edu](mailto:molyneux@upenn.edu) or 215-573-6122.

Financial questions may be directed to School of Design, Business Manager, Christine Williams, at [creid@design.upenn.edu](mailto:creid@design.upenn.edu) or Financial Coordinator, Amanda Wood, at [amanwood@design.upenn.edu](mailto:amanwood@design.upenn.edu).

**Pre-departure**

* Visit room 110 Meyerson Hall or contact Business Manager, Christine Williams, [creid@design.upenn.edu](mailto:creid@design.upenn.edu) to begin the process of applying for the BOA Travel Card. For more info, please visit: <http://www.design.upenn.edu/sites/default/files/PennDesign%20Eligible%20Bank%20of%20America%20Travel%20Cardholders.docx>
* All travelers should register in Penn’s [Global Activities Registry (GAR)](http://global.upenn.edu/gar). Group travel registration can be initiated by a group administrator or trip leader.
* Travelers should be encouraged to also register their travel in the U.S. Department of State’s [Smart Traveler Enrollment Program (STEP).](https://step.state.gov/step/)
* Trip leaders should be knowledgeable of travel risks specific to their destination and develop an itinerary that bests mitigates such risks (see resources below).
* Trip leaders should be knowledgeable of the resources available in case of emergency including International SOS, local U.S. Embassies/Consulates, local authorities, Penn Police.
* Trip leaders are responsible to develop an **emergency plan** and be available 24/7 to travelers in case of an emergency during the trip. If you do not already have an emergency plan, consider using the “Local Contingency Plan for Emergency Incidents” on page 4 of this document.
* All trip leaders should carry a working cell phone in-country and distribute the phone number to travelers.
* Trip Leader should conduct a pre-departure orientation to discuss cultural norms, travel risks, safety precautions, physical and mental health issues, expectations of conduct, and explain the emergency plan.
* All travelers should be given an [International SOS](https://global.upenn.edu/global-resources/travel-guide/international-sos) wallet card and understand how and when to use it.
* Trip leader should distribute important phone numbers (preferably on a wallet card) including the 24-hour on-site contact, International SOS, local police, Penn Police. Encourage travelers to save important phone numbers in their mobile phone and/or email.
* The appropriate main campus contact should be established to hold copies of the daily itinerary, copies of passports/visas, on-site contact information, medical information and emergency contact information. This information should be held in a confidential manner. This person should be identified as “group administrator” in GAR.
* Trip leader should identify a back-up faculty or staff member that can serve as trip leader in the event he/she is unable to fulfill their role for any reason. This person should be available and “on call” during the trip.

**To be collected:**

\*Items marked with an asterisk should be carried and accessible throughout the trip.

* “Acknowledgement of Risk and Release from Liability” form reviewed and signed by each student traveler
* \*Emergency contact information including name, relationship, phone number and email.
* \*Medical histories, including prescription medications, major medical or mental health conditions, disabilities and/or serious allergies (to be collected/saved in a confidential manner)
* \*Flight itineraries for each traveler
* \*Local Contingency Plan for Emergency Incidents (see page 4 of this document)
* Copies of passports/visas (to be collected/saved in confidential manner)

**Additional Steps for Heightened Risk & Travel Warning countries**

* Trip leader reviews the list of [Heightened Risk Regions](https://global.upenn.edu/global-resources/travel-guide) and associated travel advisories.
* **Undergraduates Only**: Complete the [Travel Request Process](https://global.upenn.edu/global-resources/travel-guide/undergraduate-travel-request-process) for Heightened Risk Regions.
* Trip leader contacts International SOS to request a destination specific “Travel Security Brief” and/or arranges a conference call with a regional security analyst for all travelers to attend. International SOS will address specific questions about the destination (from both a security and medical perspective) and how to use/contact ISOS while traveling.
* Trip leader works with Director of Risk Management to prepare an emergency response plan for the trip which would include a 24-hour emergency contact number on-site, local hospitals vetted by ISOS, Embassy information, evacuation plan, medical and emergency contact information for the students, etc.
* Travelers are given a copy of the Travel Warning (if applicable) and ISOS Security Brief
* Travelers review/sign an **Acknowledgment of Risks & Release from Liability** form (hold harmless agreement) specific to heightened risk/Travel Warning countries.
* Chair/Dean of the academic department should be informed (and in support) of the program

**RESOURCES FOR PENN TRAVELERS**

**Emergency Response**

**In the event of an emergency abroad involving a Penn student or employee, please contact local authorities, International SOS (215-942-8226) and/or Penn Police (215-573-3333).**

**Global Activities Registry (GAR)**

* Registration is mandatory for all students and faculty traveling with students
* Individual and group (w/course #) registration
* Automatic feed to International SOS
* [Click here](http://global.upenn.edu/gar) to log-in using your PennKey

**International SOS (Medical & Security Assistance Provider)**

* [Click here](https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BSGC000012) to visit Penn dedicated website, which provides benefit information, country security reports, medical reports and online member ID cards
* All Penn students, faculty and staff are members
* Includes evacuation/repatriation coverage
* Penn Member ID: 11BSGC000012
* Philadelphia Alarm Center:  215-942-8226 or 1-800-523-6586

**International Travel Guidance**

Please visit the [International Travel Guidance](https://global.upenn.edu/global-resources/travel-guide) webpage for more information on travel safety, tips and resources, and the list of [Heightened Risk Regions](https://global.upenn.edu/uploads/media_items/heightened-risk-regions-9-30-13.original.pdf).

**Pre-departure Meeting**

During the pre-departure briefing, emphasis should be placed on security precautions and emergency plans, including the phone numbers of local emergency services, International SOS and the on-site staff member’s 24-hour cell phone number. [Jaime Molyneux](mailto:molyneux@upenn.edu), Director of International Risk Management, is available to provide country specific information and/or present to your group travel safety and emergency procedures.

**Travel Medicine**

Student Health Service offers travel consultations and immunizations to students traveling abroad and their significant others. To ensure that you have sufficient time to complete a course of immunizations, make sure to schedule your appointment at least 4-6 weeks before leaving for your trip. Students can make a travel appointment at [Student Health Service](http://www.vpul.upenn.edu/shs/travelser.php). Faculty and staff can make an appointment at [Penn Travel Medicine.](http://www.pennmedicine.org/travel/)

**International Travel Insurance**

For more information on travel insurance products (e.g. international health insurance, trip cancellation/interruption insurance, personal property, etc.), please contact [Jaime Molyneux,](mailto:molyneux@upenn.edu) Director of International Risk Management.

**Global Support Services**

Global Support Services supports the administrative and business functions of global activities at Penn, including travel logistics, visas, technology, research, export control, contracts, legal and financial issues. For more information, visit the [Global Support Services](http://global.upenn.edu/gss) website or contact 215-898-1640.

**Questions?**

Jaime Molyneux

Director of International Risk Management

215-573-6122

[molyneux@upenn.edu](mailto:molyneux@upenn.edu)

**Local Contingency Plan for Emergency Incidents Abroad**

**The University of Pennsylvania**

A local contingency plan should be completed by the trip leader (traveling with the group) or the individual traveler (if traveling alone). Please retain a copy of this plan to carry for the duration of your trip, submit one copy of the plan to your school/department contact and one copy to[Jaime Molyneux](mailto:molyneux@upenn.edu), Director of International Risk Management. The trip leader is responsible to ensure that all travelers are fully aware of the details of the contingency plan.

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| --- | --- | --- | --- | --- | --- | --- |
| **Name:** | | | **Title:** | | | |
| * **Student** | * **Faculty** | * **Admin** | **School/Department:** | | | |
| **Phone (U.S.):** | | | **Email:** | | | |
| **Admin. contact name (not traveling with you):** | | | **Admin. contact phone/email:** | | | |
| **Destination (s):** | | | **Exact dates of travel to each destination:** | | | |
|  | | |  | | | |
|  | | |  | | | |
| **Number of travelers:**  **Employees Undergraduates Graduate Other** | | | | | | |
| **Purpose of Travel:** | | | | | |
| **Primary Trip Leader\* Name:**  **\*Distribute local contact information to all travellers. The trip leader must be available 24/7 in the event of an emergency during the trip.** | | | | | **Primary Trip Leader Phone # (U.S.):** |
| **Primary Trip Leader Phone # (in-country):** |
| **Primary Trip Leader Email:** |
| **Secondary “Back-up” Trip Leader:** | | | | | **Secondary Trip Leader Phone #:** |
| **Provide the name and contact information for the person with access to each traveller’s medical and emergency contact information.** | | | | |  |
| **Provide the name and contact information for the person holding copies of passports/visas.** | | | | |  |
| **Provide the name and contact information of the person at Penn (not traveling) who has details of trip itinerary, hotel/accommodations, and contact information.** | | | | |  |
| **In the event of an emergency, please list the group’s primary meeting point.** | | | | |  |
| **Please list the group’s secondary (alternate) meeting point.** | | | | |  |

**Travel Insurance & Emergency Assistance Providers**

Please list insurance company, 24/7 phone number, policy number, etc.

|  |  |
| --- | --- |
| International SOS  215-942-8226  1-800-523-6586  Penn Member ID# 11BSGC000012 | **Other?** |

**Closest U.S. Embassy or Consulate**

[Click here](http://www.usembassy.gov/index.html) for list of U.S. Embassies/Consulates. Please list address and 24/7 emergency phone number.

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**Closest ISOS Approved Hospital & Emergency Room**

Visit [International SOS](https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BSGC000012), select the country, click on “Medical”, click on “Clinics & Hospitals” or call 215-942-8226 to speak with an International SOS representative.

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**In the event of an emergency abroad involving a member of the Penn community, please call local authorities, International SOS (215-842-9226) a**