

## Safety Measures for Faculty Trip Leaders

### Before Departure

- \_\_\_\_\_ Ensure copies of faculty/student passports are provided to the Global Programs Office
- \_\_\_\_\_ Ensure copies of flight itineraries are provided to the Global Programs Office
- \_\_\_\_\_ Enroll students and faculty leaders in the US State Department Smart Traveler Enrollment Program (STEP)
- \_\_\_\_\_ Ensure students are enrolled in CISI insurance program
- \_\_\_\_\_ Remain abreast of US State Department travel advisories and warnings
- \_\_\_\_\_ Familiarize yourself with the "Emergency Procedures" handbook; keep important contact telephone numbers in a handy place
- \_\_\_\_\_ Review cell phone usage capabilities with your service provider for the country to be visited
- \_\_\_\_\_ View security awareness film
- \_\_\_\_\_ Satisfy Cleary Act requirements; provide hotel contact info to Global Programs Office
- \_\_\_\_\_ Review any special health warnings for country to be visited

### Departure

- \_\_\_\_\_ Suggest students and faculty purchase inexpensive passport covers
- \_\_\_\_\_ Never leave baggage unattended
- \_\_\_\_\_ Don't wear clothing that draws attention to yourself or readily identifies you as an American
- \_\_\_\_\_ Don't speak loudly or and obtrusively--again, don't draw attention to yourself or readily identify yourself as an American

### In-Country

- \_\_\_\_\_ Students should have hotel address and phone number with them at all times
- \_\_\_\_\_ Keep their passports with them at all times
- \_\_\_\_\_ If possible have students travel with at least one partner
- \_\_\_\_\_ Instruct students to remain aware of their surroundings at all times

\_\_\_\_\_ Establish a "meeting point" in case of emergency (away from hotel or major attractions)

\_\_\_\_\_ Establish a code word for the class to signal to others if they are in a situation where they feel uncomfortable or require assistance. (Hint: Word should be easy to remember and pronounce.)

\_\_\_\_\_ Share cell phone numbers or Face Book Messenger abilities with students--texting is the primary means of communicating.