

**Pacific Lutheran University
Independent International Travel
Risk Management Plan**

There are health and safety risks associated with international travel to any destination. Acknowledging and planning for risks abroad helps travelers to mitigate risks and have action plans in case of any emergencies. Independent International Travel participants must complete this form and submit it to PLU's Director of Risk Services a minimum of four (4) weeks prior to the departure date.

Instructions

Gather and review basic information regarding the destination's health, safety and security. Pay special attention to local crime, safety, health, and any special risks for minority groups (race, religion, ethnicity, gender, etc.) or individuals with disabilities. Resources for this information include:

- The United States Department of State, <https://travel.state.gov/>
- The World Health Organization <http://www.who.int/csr/alertresponse/en>
- The Centers for Disease Control, via the International Traveler Hotline at 1-877-FYI-TRIP (1-877-394-8747) or at <http://wwwnc.cdc.gov/travel>.

Summarize your findings on this form.

Questions – Contact PLU's Director of Risk Services to set an appointment to discuss your trip in person or by phone.

Trip Information

Student #1 Name: Email: Cell Phone:	
Student #2 Name: Email: Cell Phone:	
Purpose of Trip:	
Proposed Travel Dates:	
Travel Destination: City: Country:	
PLU Faculty/Staff affiliated with Travel: Name: Department: Email: Office Phone: Cell Phone:	

Risks/Response

Use the following definitions to rate the risk severity and required actions for your travel location.

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 plans to be developed and implemented by a concerted effort between students, administrators, staff and/or faculty	Likely to seriously impact students and cause serious damage, disruption, and diversion from stated purpose of trip for an extended length of time. Develop response plan.

Describe the conditions and possible events that may present a treat 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>Student suffers from asthma and will discuss with medical provider if additional measures or medications may be required for travel.</i>	<i>Student will identify the nearest hospital and will notify host organization of this condition. If treatment is required student will be taken to hospital and notify PLU’s travel insurance provider and PLU’s Director of Risk Management.</i>
Health Risks			
Crime			
Potential for Political Unrest			

Critical Environmental Conditions <i>(ex. potential for natural disaster)</i>			
Everyday Environmental Conditions <i>(ex. access to potable water, smog, etc.)</i>			
Transportation/Road Conditions/Safety Consider how you will commute in your host culture (on foot, busses, etc.). What safety measures should be taken?			
Housing Conditions and Security Measures Where will you reside? Consider the type of housing and assess any potential risks.			
Working Conditions (Indicate N/A if you will not intern or research abroad)			
Cultural Differences <i>(ex. Attitudes towards females, LGBTQ, etc.)</i>			
Other Risks			

IMPORTANT SAFETY NOTE:

While traveling both at home and abroad, always remain vigilant. Carry a fully charged cell phone with emergency contacts; know where your family members and colleagues are located and how to reach them in case of an emergency, keeping in mind that the internet and cell phones may not always function.

Maintain security awareness at all times; pay attention to persons in proximity to you and be aware of any unattended packages. Avoid crowded areas as they present target rich environments for criminals and terrorists alike. Identify egress points in the event of an emergency.

Emergency Contacts and Resources at Your Destination

24/7 On-Site Emergency Contact Number	
Local Emergency Services (911 equivalent)	
Europ Assistance	+1 240 330 1551 ops@europassistance-usa.com
U.S. Embassy or Consulate Address: Telephone: Hours:	
Nearest ER Hospital or Clinic (obtain from on-site contact or Europ Assistance) Hospital or Clinic Name Address: Telephone:	
Organization or Other On-Site Contact Name: Title: Telephone: Email:	
PLU Advisor Contact #1 Name: Title: Telephone: Email:	
PLU Advisor Contact #2 Name: Title: Telephone: Email:	
PLU Campus Safety	(253) 535-7441
PLU Director of Risk Services Name: Telephone: Email:	Sue Liden (253) 535-7116 lidensj@plu.edu