**Safety Assessment & Travel Risk Management Plan**

*Graduate and Professional Students, Faculty, and Staff*

**Instructions**

University travelers hoping to conduct high risk travel (defined as [High Risk Travel](https://international.nd.edu/travel-safety/high-risk-travel/)) must obtain approval from the appropriate Travel Review Committee. For group travel, one form may be submitted for the entire group.

1. Complete questions below.
2. For any questions that do not apply to your trip, please write N/A.
3. Attach any supplemental documents, including the **required** recommendation for approval from the traveler’s dean or vice president.
4. Submit your plan document to travelregistry@nd.edu.
5. Await decision and next steps from the appropriate Travel Review Committee.

**General Information**

**Applicant Name:**

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**Name of Unit or Department Supervisor:**

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**Name of Dean or Vice President Recommending Approval for this High Risk Trip:**

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**Accompanying ND Participants:** *Provide any names of accompanying ND faculty/staff/student travelers.*

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**Sponsoring Unit or Department:**

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**Trip Information**

**Full Itinerary:** *List all cities, countries and arrival and departure date(s) on your itinerary.*

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**Entry Requirements:** *List entry requirements for your host country(s), including for your passport country and point of origin (if applicable).*

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**Purpose:**

*Briefly explain the purpose of this trip. Please include the rationale for why this trip must occur at this time and cannot be further delayed. Also, indicate if this is a one-time trip or if you have future travel planned to this location as part of an ongoing project. For ongoing projects, please list the Notre Dame employees that will either live in the host country or frequently travel to the host country.*

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**Activities:**

*Briefly explain an overview of planned activities while in this country.*

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**Prior International Travel Experience:**

*Please indicate if you have prior experience traveling to high risk geographies and/or participating in high risk activities, including which, when and for what purposes.*

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**In-Country Support**

*If you are using an in-country partner or host organization that will facilitate your trip wholly or partially, please complete the following three questions. If not, please skip to the next section.*

**In-Country Partner or Host Organization Name(s):**

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**Site Emergency Contact Information:**

*This should be a member of the organization that a participant or Notre Dame can contact in the event of an emergency 24/7. Please include name, email, and phone number (including country code).*

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**Site Support Resources:**

*Describe the on­site health, safety, and security support resources and services that are provided by the organization (i.e. on-site orientations, familiarization of area, accompaniment of local staff, after hours emergency support, people accountability program, emergency communication protocols, use of a first aid kit, nearby clinic access, evacuation services, etc.)*

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**Safety & Security Plan:**

*If available, please attach the in-country partner or host organization’s safety and security plan.*

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**Risk Assessment**

*For any questions that do not apply to your travel, please write n/a.*

**Safety & Security:**

*Summarize the safety and security threats noted by the following resources: US State Department* [*Travel Advisories*](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) *and International SOS* [*member portal*](https://www.internationalsos.com/MasterPortal/default.aspx?membnum=398TA4831047) *country information pages. Describe the risk management strategies you will employ for personal safety (i.e. petty crime, terrorism, violent crime, protests, gang violence, kidnapping, theft, etc.). What is your response plan if impacted?*

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**Health:**

*Summarize the health threats noted by the following resources:* [*CDC*](https://wwwnc.cdc.gov/travel/notices) *and International SOS* [*member portal*](https://www.internationalsos.com/MasterPortal/default.aspx?membnum=398TA4831047) *country information pages. Describe the management strategies you will employ to keep yourself healthy. What is your response plan if impacted?*

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**Transportation:**

*Summarize the ground transportation threats present at this destination (i.e. safety on highways, unsafe roadways to avoid, travel on mountainous roads, night travel, public transportation concerns, etc.) and describe the management strategies you will employ for your personal safety.*

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**Accommodations:**

*Provide a brief overview of each of your accommodations, including how they were chosen and/or vetted for safety and security.*

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**Harassment:**

*If applicable, please provide information on the risk of harassment (i.e. nationality or dual citizenship, gender inequality, race, religion, sexual orientation, etc.) and describe the management strategies you will employ for your personal safety. What is your response plan if impacted?*

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**Political Unrest:**

*If applicable, please provide information about possible political unrest (i.e. upcoming elections, history of demonstrations, political instability, collapse of government, etc.) and describe the management strategies you will employ for your personal safety. What is your response plan if impacted?*

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**Natural Hazards:**

*If applicable, please provide information about the risk of natural hazards and disasters (i.e. earthquakes, flooding, landslides, hurricanes, volcanoes, etc.) and describe the management strategies you will employ for your personal safety. What is your response plan if impacted?*

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**Activities:**

*If applicable, please provide information about risks associated with any known or planned high risk activities (i.e. use of power tools, engaging in construction type activities, using farm implements, operating heavy machinery; handling of bio-hazardous materials; working in a lab without a lab safety course, protocols or equipment; visiting refugee camps, areas of known disease like garbage dumps, high risk mosquito related disease areas, highly contagious disease areas, etc.).*

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**Other:**

*If there are other risks associated with this trip (i.e. project involves working with human subjects, projects or research topics that are politically sensitive or contentious among the culture and local population; projects that involve photographing people, interviewing individuals in their homes, using expensive equipment, etc.), please describe these risks and the management strategies you will employ.*

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**Willingness to Conduct High Risk Travel & Acknowledgement of Risk**

*After detailing the prevailing health, safety and security threats present at your intended travel destination and documenting your management strategies for each throughout this document, do you still want to proceed with your trip to this high risk location? If no and you are uncomfortable with proceeding with your trip for health and safety reasons, please indicate this in your comments. As a reminder, the University will not compel anyone to conduct high risk travel as a condition of employment.*

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