**Safety Assessment & Travel Risk Management Plan**

*Undergraduate Students*

**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](mailto: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 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 ND Program (including possible funding source), Department and/or School (*if applicable*):**

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**ND Program or Administrative Contact (*if applicable*):** *List the name, email, and phone number.*

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**Accompanying ND Faculty/Staff Responsibilities and Local Expertise (*if applicable*):**

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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 international trip****. You must include specific reasons for international travel at this time, why it cannot occur in the future, and why the desired academic, faith-based, service or other outcomes are essential to your Notre Dame experience.***

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**Activities:**

*Briefly explain an overview of planned activities during the trip.*

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**Prior International Travel Experience:**

*Briefly explain your international travel experience including countries and estimated time spent in each location. 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 Partner Information**

*If you are using an* *in-country partner, host organization, and/or placement agency that will facilitate your trip wholly or partially, please list all and complete the section below. If you are not using a partner, host, and/or agency, please skip to the next section* ***Logistics and Communication Plans****.*

**Name:**

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**Website:**

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**To your knowledge, has this in-country partner, host organization, and/or placement agency been used in the past two years by Notre Dame?** *If so, please explain.*

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**Mission & Scope of Work:**

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**Safety & Security Policy:**

*If available, attach document to Plan for review.*

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**Site Address & Contact Information:**

*List the address, email, and phone number (include country code).*

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**Site Supervisor Name:**

*List the name, email, and phone number (include country code).*

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**Site Emergency Contact Information:** *(include country code)*

*This should be a member of the organization that a participant or Notre Dame can contact in the event of an emergency 24/7.*

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**Site Communication Plan:**

*Describe the organization’s site communication plan in the event of an emergency (how they will contact your emergency contact, Notre Dame, and/or US Embassy in the event of an emergency)?*

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**Site Support Resources:**

*Describe the on­site staff and health, safety, and security support resources and services that are provided by the organization or others (number of personnel on-site, skills, on­site orientations, familiarization of area, accompaniment of staff, after hours’ emergency support, first aid kit on-site, nearby clinic, evacuation services, emergency protocols, etc.)*

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**Is there a curfew for student participants on-site?**

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**Is alcohol accessible for consumption by student participants on-site?**

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**In your opinion, is the partner responsive, reliable, and experienced?**

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**Logistics & Communications Plans**

**Accommodation Plan Overview, Address & Contact Information:**

*List an accommodation for each city on your travel itinerary, including transit cities as applicable. For each entry, list the accommodation name, address, anticipated arrival date, and phone number (include country code).*

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**Accommodation Risk Assessment:**

*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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**Provisions:**

*Describe your plan for meals (including potable water) throughout the duration of your trip.*

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**Transportation Plan Overview & Contact Information:**

*Describe the transportation modes for each location on your itinerary, including transportation to/from airport, to/from the work or study site, etc.*

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**Transportation Risk Assessment:**

*Please provide information on specific risks of ground transportation (safety on highways, travel on mountainous roads, night travel, public transportation concerns, etc.) and describe the mitigation strategies you will employ for your personal safety. Consider the following resources to identify ground transportation risks:* [*US State Department Travel Warnings and Country Profiles*](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) *and foreign government travel information and advice from the* [*United Kingdom*](https://www.gov.uk/foreign-travel-advice)*,* [*Australia*](https://smartraveller.gov.au/Pages/default.aspx)*,* [*Canada*](https://www.international.gc.ca/gac-amc/index.aspx?lang=eng)*,* [*France*](https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/)*,* [*Germany*](https://www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen)*, and* [*Spain*](http://www.exteriores.gob.es/Portal/en/Paginas/inicio.aspx)*. You may also use the* [*International SOS member portal*](https://international.nd.edu/travel-safety/international-sos/when-to-use-international-sos/) *country information pages for non-governmental transportation information and advice.*

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**Your Local Contact Information:**

*How can Notre Dame reach you in the event of an emergency (cell phone, email, satellite phone, and/or social media)? If the number is available at this time, please provide the phone number (include country code). If not, please describe how and when you will obtain a working cell phone to use during your trip. Please note that the safety plan will need to be updated with your local phone number once available. List any other ways in which you can be reached, such as social media (WhatsApp, WeChat, Facebook name, Twitter handle, etc.). Will you have regular access to email communication? If yes, please list below your Notre Dame and personal email addresses.*

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**Emergency Contact:**

*Please list the name of your emergency contact (a person who is not traveling with you) and provide their contact information (cell phone number with country code and email). Describe your plan for communicating with them. Please note contact should include a minimum of one check-in when you arrive, at least one check-in during your trip, and one check-in when you depart. If you anticipate being away from regular email or phone contact, please describe how you will overcome such challenges.*

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**Language:**

*If your destination country(s) is not primarily English-speaking, describe how language challenges will be addressed (level of language proficiency of participant/s, accompanying translator, local contact or guide, etc.). Please address each country on your itinerary as applicable.*

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**Local & Breaking News:**

*What is your plan to stay abreast of local and breaking news during your trip?*

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**Safety & Security**

**Safety & Security Assessment:**

*Summarize the safety and security threats noted by the following resources:* [*US State Department Travel Warnings and Country Profiles*](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) *and foreign government travel information and advice from the* [*United Kingdom*](https://www.gov.uk/foreign-travel-advice)*,* [*Australia*](https://smartraveller.gov.au/Pages/default.aspx)*,* [*Canada*](https://www.international.gc.ca/gac-amc/index.aspx?lang=eng)*,* [*France*](https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/)*,* [*Germany*](https://www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen)*, and* [*Spain*](http://www.exteriores.gob.es/Portal/en/Paginas/inicio.aspx)*. You may also use the* [*International SOS member portal*](https://international.nd.edu/travel-safety/international-sos/when-to-use-international-sos/) *country information pages for non-governmental safety and security information and advice.*

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**Personal Safety Risk Assessment:**

*Based on the Safety & Security Assessment from above, please describe the risk mitigation strategies you will employ for personal safety (petty crime, fear of bodily harm, terrorism, violent crime, kidnapping, theft, substances, etc.). What is your response plan if impacted?*

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**Harassment Risk Assessment:**

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

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**Political Unrest Risk Assessment:**

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

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**Natural Disaster Risk Assessment:**

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

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**Culture & Customs:**

*Describe your understanding of the local culture and customs for each destination country. What are the major differences and what challenges may you face?*

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**Local Embassy/Consulate Contact Information:**

*Identify the address, phone number, and 24/7 emergency phone number of nearest* [*US Diplomatic Mission*](https://www.usembassy.gov/)*.*

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**Local 911 Equivalent:**

*Identify the* [*911 Emergency Number Equivalent*](https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf) *for emergency support for each destination country.*

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**Health & Medical**

**Pre-Travel Health Check:**

*Do you plan to visit a medical practitioner before travel?* *We strongly advise visiting your doctor before travel if you have routine or chronic health conditions - especially those with lengthy stays, traveling to remote areas or developing countries, seeing physicians regularly, or on certain prescription medications. Consider making an appointment* [*UHS*](https://uhs.nd.edu/) *for a pre-travel health check.*

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**Vaccinations:**

*Consult the* [*CDC*](https://wwwnc.cdc.gov/travel/)*'s requirements and recommendations for vaccinations for each destination country on your itinerary and list them below. Please note that* [*UHS*](https://uhs.nd.edu/services/travel-consultation/) *can provide recommendations and certain vaccinations for travelers. Please note that you may be required to visit a travel health clinic to receive certain vaccinations that UHS cannot provide.*

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**Health & Wellness Plan:**

*Please provide information on proactive ways you will maintain a healthy and balanced lifestyle, including your mental health and general wellness, during travel.*

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**Health Risk Assessment:**

*Please provide information on health risks (COVID-19, immunizations needed, diseases, water quality, food hygiene, medical access and quality, etc.), and describe the mitigation strategies you will employ to keep yourself healthy. What is your response plan if impacted?*

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**Other Risk Assessments**

**Activities:**

*If applicable, please provide information about risks associated with any known or planned high risk activities (use of power tools, engaging in construction type activities, using farm implements, operating heavy machinery; handling of bio-hazardous materials (e.g. blood products, bodily fluids, etc.; working in a lab without a lab safety course available); operation of a motorized vehicle; visiting an area known for high risks like refugee camps, areas of known disease like garbage dumps, high risk mosquito related disease areas, highly contagious disease areas, etc.). Will you receive training before or on-arrival for these activities on health and safety best practices?*

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**Miscellaneous:**

*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, photographing people, interviewing individuals in their homes, using expensive equipment, etc.), please describe these risks for each destination country and the mitigation strategies you will employ.*

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