

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 or 215-573-6122.

Pre-departure

- All travelers should register in Penn's [Global Activities Registry \(GAR\)](#). 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 \(STEP\)](#).
- Trip leaders should be knowledgeable of travel risks specific to their destination and develop an itinerary that best 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. 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, expectations of conduct, and explain emergency plan.
- All travelers should be given an [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
- 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](#) and associated travel advisories.
- Undergraduates Only:** Complete the [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](#) to log-in using your PennKey

International SOS (Medical & Security Assistance Provider)

- [Click here](#) 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](#) webpage for more information on travel safety, tips and resources, and the list of [Heightened Risk Regions](#).

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](#), 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](#). Faculty and staff can make an appointment at [Penn Travel Medicine](#).

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](#), 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](#) website or contact 215-898-1640.

Questions?

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