International Trip Leader Training

Presented by Jaime Molyneux
Are you traveling for Penn?
Are you traveling abroad?
Are you traveling with students?

You are a Trip Leader!
Top travel risks for U.S. students abroad:

- COVID
- Opportunistic Crime
- Pre-existing health conditions
- Drinking
- Road traffic accidents
- Drowning
- Sexual Assault
Travel During the COVID-19 Pandemic

- All travelers must be fully vaccinated, including booster.
- Do not travel if you are sick.
- Be clear about masking and quarantine guidelines.
- Encourage pre-departure PCR test.
- Carry rapid antigen tests.
- Understand testing and quarantine requirements to enter/exit country.
- Socially distance and avoid crowded places.
Pre-Departure Checklist

- Develop an itinerary that mitigates risk
- Establish your team and emergency plan
- Register the group in MyTrips
- Distribute International SOS number
- Collect student documents
- Conduct a pre-trip meeting to discuss health, safety and emergency procedures
Pre-Departure 1:
Develop itinerary that mitigates risk

- Penn International Travel Guidance
- Student Health Service
- International SOS
- Department of State
- Centers for Disease Control
International Travel Guidance

How Can We Help?

Pre-Departure Checklist
Steps to prepare for upcoming Penn-affiliated travel abroad.

Travel Guidelines & Procedures
Review guidelines on the petition process for high-risk travel.

Register Your Trip
Register Penn-affiliated international travel to activate insurance coverage and stay connected to Penn resources while abroad.

Travel Essentials
Use these resources on Travel Health, Safety, and Logistics before departure.

Travel Insurance
Students, faculty, staff, and post docs traveling on international Penn-affiliated business.

24/7 Assistance Abroad
Penn Global's 24/7 Assistance Abroad team offers support while abroad.
Pre-Departure 2:
Establish your team and emergency plan

- Establish a main campus contact
- Establish a secondary or back-up trip leader
- Develop your emergency plan
  - Phone # of trip leaders
  - Phone # of local authorities
  - Phone # of International SOS
  - Emergency meeting points
  - Closest hospital or emergency room

Pre-Departure checklist
- [x] Develop Itinerary
- [ ] Assemble Team & Emergency Plan
- [ ] GAR (Global Activies Register)
- [ ] ISOS
- [ ] Collect Documents
- [ ] Pre-Departure Mtgs.
Pre-Departure 3: Register group in MyTrips

Pre-Departure checklist

- Develop Itinerary
- Assemble Team & Emergency Plan
- GAR (Global Activities Register)
- ISOS
- Collect Documents
- Pre-Departure Mtgs.

• Contact travelers in an emergency
• Inform travelers of advisories/warnings
• Expedite response to crisis/natural disaster
• Pre-authorize travel insurance

Registration is mandatory for all international Penn-affiliated trips.
Pre-Departure 4: Distribute International SOS number

- Develop Itinerary
- Assemble Team & Emergency Plan
- GAR (Global Activities Register)
- ISOS
- Collect Documents
- Pre-Departure Mtgs.

+1 215-942-8478

• Travel medical insurance
• Evacuation and repatriation insurance
• Medical consultation and referrals
• Security advice
• Lost passport or lost medication assistance
• Medical monitoring
Pre-Departure 5: Collect/Copy Documents

- Passports/visas
- Liability forms
- Health forms
- CDC Vaccination Card
Pre-Departure 6: Conduct pre-departure meeting

- Daily itinerary
- Cultural norms/etiquette/dress
- Travel risks and safety precautions
- Physical and mental health
- Expectations of conduct
- Emergency procedures
- Reminders:
  - Complete traveler profile
  - Collect/Copy documents
  - Save emergency phone numbers
You’ve Arrived:
On-site Support

Student Conduct
Handling Emergencies

Sexual Misconduct
Sexual Violence Abroad

Incident Reporting
Conduct

- Local Law
- Code of Academic Integrity
- Code of Student Conduct
- Principles of Responsible Conduct (faculty/staff)
Handling Emergencies

1. Alert Trip Leader
2. Contact International SOS
3. Contact local authorities (where appropriate)
4. Contact Penn Police or Special Services
5. Inform family members
Sexual Misconduct Abroad

- Penn prohibits all forms of sexual misconduct
- Trip Leaders are mandated reporters
- All incidents reported immediately to Special Services at Penn’s Department of Public Safety
- Traveler should feel safe, supported and understand their options
Expectations of Trip Leader Role

- Be familiar with risks specific to destination
- Carry a working cell phone and provide number to all travelers
- Be available 24/7 to travelers in case of emergency
- Serve as on-site support in the event of emergency
- Report all incidents to ISOS/Penn
Jaime Molyneux
Director of International Risk Management
The University of Pennsylvania
215-573-6122
molyneux@upenn.edu

https://global.upenn.edu/travel-guidance
Safe Travels
# International Incidents

<table>
<thead>
<tr>
<th>Worldwide</th>
<th>COVID</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>Security Evacuation</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>United Kingdom</td>
<td>Medical Evacuation</td>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Spain</td>
<td>Mental Health Emergency</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Chile</td>
<td>Passport stolen; stranded 2 months!</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Tanzania</td>
<td>Unsafe Hotel; Mental Health repatriation</td>
<td>Student Group</td>
<td></td>
</tr>
<tr>
<td>Spain</td>
<td>Arrest</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Bahrain</td>
<td>Death of trip leader</td>
<td>Faculty</td>
<td></td>
</tr>
</tbody>
</table>