

Off-Campus Travel Risk Management Plan

Instructions

1. The Global Experience Office (GEO) strongly encourages all WPI advisors and student leaders to review WPI's International Travel Risk Policy before submitting this Off-Campus Travel Risk Management Plan.
2. WPI students, and faculty and staff traveling with students, are not permitted to travel to High-Risk Destinations on WPI-Sponsored International Travel unless they obtain an exception from the Global Travel Review and Response Team (GTRTT) and the Provost (or designee).
3. The Off-Campus Travel Risk Management Plan provides an opportunity for the WPI advisor or student leader to demonstrate a detailed knowledge of the risks involved in their proposed travel and the steps they are taking or plan to take to mitigate those risks.
 - a. The WPI advisor could be a faculty member, coach, etc. who is sponsoring the program and/or advising the students off campus.
 - b. The student leader applies to club or athletic travel only. The student leader may be the President of the Club, Captain of the team etc. The student leader liaises between the club or team and the GEO.
4. Advisors and student leaders are expected to adhere to the WPI-Sponsored Off-Campus Travel Approval Process and timeline as outlined here: <https://www.wpi.edu/academics/faculty/project-resources>.
5. Consult the following location-specific documents prior to the submission of your risk management plan:
 - **U.S. State Department - Travel Advisory** (<https://travel.state.gov/content/travel/en/international-travel.html>)
 - **U.S. State Department - Overseas Security Advisory Council (OSAC)** [Country Security Report](#)
 - **Centers for Disease Control Travel Health Notice** (<https://wwwnc.cdc.gov/travel/notices>)
 - **International SOS Country Specific Overview** – [WPI Membership Portal](#)
 - **International SOS Travel Security Consultation** – Email a detailed summary of your proposed travel using the **Travel Security Brief Request Template** in Appendix A to securitysupport@intlsos-cr.com and cc: globaltravel@wpi.edu.
6. The Off-Campus Travel Risk Management Plan is intended to cover a wide range of domestic and international travel options, including group and individual travel. For domestic travel some questions will be of less relevance to your particular situation and you may state this.
7. Please contact the Associate Director of Global Risk Management (globaltravel@wpi.edu) with any questions.
8. Completed forms should be submitted to globaltravel@wpi.edu.



Section 1: Program Details and Leadership

Submitter's name:

Group Leader's name:

(if different than submitter)

Submitter's email:

Group Leader's email:

Name of sponsoring school/department/office or organization:

Group/Trip Name:

Trip Dates:

List the countries/U.S. states and cities that you will be visiting:

<u>Country/U.S. State</u>	<u>City</u>	<u>Arrival Date</u>	<u>Departure Date</u>

Purpose of Trip

- ☐ HUA
- ☐ IQP
- ☐ MQP
- ☐ GQP
- ☐ WPI Course/Research/Conference/Workshop*

Name of WPI course and advisor:

- ☐ Volunteer
- ☐ Internship
- ☐ Athletic Contest/Club Performance*
- Sport/Club:
- ☐ Other*

Please provide more details:

1. Briefly explain the academic relevance, business purpose, and overview of planned activities of the program:
2. Anticipated number of WPI undergraduate students who will be participating in this program:
3. Anticipated number of WPI graduate students who will be participating in this program:
4. Anticipated number of WPI faculty and/or staff members who will be participating in this program:
5. Please describe the Advisor's or student leader's experience with WPI-Sponsored Off Campus Travel (i.e. previous travel to this destination, previous travel leading students):
6. Please describe the amount of time the Advisor(s)' will be on-site with the students (i.e. the entire trip, part of the trip, etc.):
7. Please list the names and roles of any other WPI faculty/staff or guests traveling with the group:
8. Please list the names and roles for any onsite/remote advisors and/or sponsor liaisons:

Section 2: Accommodations and Transportation

*The **Off-Campus Travel Accommodations Assessment** must be completed when students are housed off campus on WPI-sponsored **group** travel for international travel and GPP travel*.

1. Accommodations

- a. Please provide the name(s), location(s), and contact information for your accommodations. *

Accommodation Name and Type (Hotel, Hostel, etc.)	Address, City, Country	Anticipated Arrival Date	Contact Information (Phone number, website)

- i. How did you find your accommodation(s)? *
- ii. What information have you gathered to understand the safety of the neighborhood in which your accommodation is located? *

b. Would you like recommendations in safe areas/hotels for this trip? *

☐ Yes

☐ No

2. Transportation

Considerations and reminders for transportation abroad:

- When making transportation arrangements, we recommend utilizing public transportation in locations where it is considered safe. If cars or vans must be used, use vehicles with seat belts and headrests for every passenger. WPI travelers are responsible for wearing seat belts at all times when the vehicle is in motion. Drivers should be experienced and properly licensed.
- WPI advisors are not permitted to drive WPI students.
- WPI students are not permitted to operate a vehicle outside of the continental U.S.

a. What types of transportation do you plan to use to/from the airport upon arrival or departure from your location? *

b. How do you plan on reaching your location from the airport? *

c. Will you arrive at your location after sunset?

d. Is your in-country partner arranging transport?

e. Once at your location, how will you commute daily to and from the work/study/program site? * (walking, public transport, car service, etc.)

f. How do you plan to mitigate any of the identified risk in your local transportation?

Section 3: Emergency Planning, Local Support, Medical Care and Communications Plan

For each of the following items, please indicate whether that step has been completed:

Note: For domestic travel skip to question 8 of this section

1. Have you identified the nearest U.S. Embassy or Consulate to your destination? Y N
 - Name of U.S. Embassy or Consulate
 - Address
 - Telephone & email
2. Does the Department of State currently have a [Travel Advisory](#) for your destination(s)? Y N

*** WPI students, and faculty and staff traveling with students, are not permitted to travel to Level 3 or 4 on WPI-Sponsored International Travel unless they obtain an exception from the Global Travel Review and Response Team (GTRTT) and the Provost (or designee).*
3. Have you located the city/country 911 Emergency Equivalent number for Police, Fire, and Ambulance? Y N
 - Local Emergency Services (911 Equivalent)
4. Have you consulted the CDC's recommendations regarding vaccinations for each [destination](#) on your itinerary? Y N
5. Does the CDC currently have an alert or warning in place for your destination(s)? Y N

*** WPI students, and faculty and staff traveling with students, are not permitted to travel to Level 3 Destinations on WPI-Sponsored International Travel unless they obtain an exception from the Global Travel Review and Response Team (GTRTT) and the Provost (or designee).*
6. Have you emailed a detailed summary of your proposed travel to International SOS using the Travel Security Brief Request Template in Appendix A to securitysupport@intlsos-cr.com? Y N
7. What are the current International SOS travel security and medical risk ratings for your [destination](#)(s)?

*** WPI students, and faculty and staff traveling with students, are not permitted to travel to destinations with either a security or medical risk of "high" or "extreme" on WPI-Sponsored International Travel unless they obtain an exception from the Global Travel Review and Response Team (GTRTT) and the Provost (or designee).*

8. Local Support

- a. Are you collaborating with or supported by any local partner organizations, NGOs, universities, WPI alumni, onsite local contacts etc. * Y N
 - i. If yes, please list the organization name, director, and your point of contact or onsite contact, as applicable.

Name:

Email:

Phone number:

- ii. If yes, will the local partner organization be providing you logistical support (lodging, transportation, communications, emergency services?) * Y N

1. If yes, please provide details for each category.
2. If no, please how do you plan to manage your lodging, transportation, communications, and emergency services?

- b. Describe health, safety, and security support resources and services that are provided by your local partner or others at you program location, if applicable (for example, on-site orientations, familiarization tour of area, accompaniment of staff (if so, how often?), after hours emergency number, local clinic, evacuation services, emergency protocols, etc.)

9. Medical Care Preparedness and Response

- a. Please describe International SOS's (ISOS) advice on accessing medical care while abroad*
- b. Nearest ISOS recommended Emergency Medical Facility * *(Consult with ISOS for vetted options)*
 - i. Name:
 - ii. Address:
 - iii. Telephone:
- c. Nearest ISOS recommended Mental Health Facility* *(Consult with ISOS for vetted options)*
 - i. Name:
 - ii. Address:
 - iii. Telephone:
- d. Nearest ISOS recommended clinic for non-emergency conditions* *(Consult with ISOS for vetted options)*
 - i. Name:
 - ii. Address:
 - iii. Telephone:

Considerations and reminders for health care abroad:

- Any required or recommended vaccinations may need several weeks to optimize potency prior to your travel. WPI Health Services and International SOS are available to provide travel health consultations.
- You are responsible for discussing your medical needs with your health care provider and, if advised by your health care provider, to have a plan to manage your health while overseas.
- If you need health care abroad, you must contact International SOS for assistance, guidance, and coordination of payment for medical expenses.

- You are responsible for ensuring your local emergency contacts understand how to access medical care on your behalf in an emergency and report it to International SOS.

10. Communications Planning

- a. Describe how WPI can reach you at your location.
 - i. Primary:
 - ii. Alternate:
 - iii. Emergency in-country:
- b. List the names, telephone numbers, and email of any contacts at your location who WPI can contact in the event of an emergency.
 - i. Name:
 - ii. Telephone Number:
 - iii. Email:

Section 4: Risks and Mitigation Measures

Description of Risk as Applicable and How You Will Mitigate Them

Example: Urban areas have high pollution

Students with asthma will be strongly encouraged to discuss their travel with their physician and decide whether additional measures or medications may be required for travel.

Example: Pickpocketing happens frequently in the market we will visit on the first day of the program

Students will be advised of basic safety precautions during pre-departure orientation. When we visit the market, students will be able instructed to take only what they need for the market visit and to leave all other valuables on the bus (our trusted bus driver will stay with the vehicle at all times

Example: Malaria is present in the region we will visit

All students will be advised to contact International SOS or WPI Student Health Center. This information will be sent in my first introductory email. I will also remind them during in-person pre-departure orientation

1. **Destination Specific Risks:** Please describe the health, safety and crime risks and/or local environmental conditions that may present a threat to the health, safety, or security of participants on this trip and the steps you intend to take to mitigate against these risks.
 - E.g. Potential for political unrest, critical environmental conditions (potential for a natural disaster), everyday environmental conditions, road safety, cultural differences, health risks, crime, attitude towards the U.S.

2. **Activity Risks:** Please provide information on the specific risks associated with activities you or your group plan to participate in at your destination
- E.g. high-altitude activities, physical activities associated with the project/program, hiking in remote areas or precipitous trails, swimming, traveling to unstable/travel restriction areas, etc.
 - WPI strongly discourages engaging in high-risk activities and behaviors. Describe the strategies you will employ to mitigate these risks.
3. Consider how the following could impact your group while traveling to this location:
- Do you have pre-existing medical conditions that may impact your travel?
 - Are you on medication? Is that medicine legal and available in this location?
 - Could you be at risk at this location due to your sex, gender, or gender identity?
 - Have you or others in the group previously spoken out or posted anything on social media about the policies of the government in this location that could be seen as opposition to the government?
 - Could you be at risk in this location due to your personal identity, political affiliations, religious beliefs, ethnicity, or race?

Section 5: COVID-19 Mitigation – Please complete this section as applicable to your situation

1. Please describe the support resources and services that are provided by your local partner/sponsor, if applicable (e.g. on-site orientations, on-site nurse, PPE, emergency protocols etc.)
2. What strategies are the sponsor(s)/local contacts/on-site accommodations taking to mitigate Covid-19 specific risks? (i.e. Temperature checks at entrance, provision of masks, sanitizer, gloves/ ability to maintain social distancing at all times daily symptom checking, completion of trainings etc.)
3. How will students and WPI be informed of a positive case at the sponsor organization/ program location?
4. Are students to be treated as employees or visitors while on site? How does the mitigation measures differ for both?
5. If students are to be treated as employees, are they to be essential or non-essential? If non-essential how often are they required to be on-site?
6. For advisors and student leaders: *If your department/unit/office is sponsoring this travel, please describe how you intend to mitigate against the risks of Covid-19.

Appendix A
International SOS Travel Security Brief Request Template

To assist you in developing your risk management plan, International SOS will provide you with a travel security brief. You should review a draft of your email to International SOS with the Associate Director of Global Risk Management (globaltravel@wpi.edu) to ensure key review elements are not omitted prior to emailing the template to International SOS.

If you need immediate assistance or have a quick question, you can always call the WPI International SOS dedicated number: +1 215 942-8478.

To: securitysupport@intlsos-cr.com
CC: globaltravel@wpi.edu
Subject: Travel Security Brief –Program Itinerary [NAME]

Dear International SOS-Control Risks,

Please provide a travel security brief for the following itinerary:

Dates of Travel:

Number of Travelers:

Traveler profile: <What are the nationalities of the travelers? Have they traveled to this location before? What is their travel experience (new, moderate, road warrior)?>

City:

Country:

Local support: <Will they be visiting a local campus? Will they be working on behalf of a local organization or with a partner academic institution? Which institution? Will the local partner provide any logistical support for lodging or transportation? If so, what are the details?>

Places to visit: <Name and address of places to visit during the trip; hotel; office location; other meeting locations>

Activity: <What are you doing in country? > <list possible side trips or excursions planned for your students>
List any side trips or weekend planned excursions and what partner are you utilizing for these?

Safe areas for lodging or hotels to avoid: <Do you want a recommendation for areas to look for hotels?> <List the name and address of the housing you have already identified>

Ground Transportation Recommendation: <Do you want a provider referral?> <How do you plan on having the students move from the airport their housing and what is the plan for any weekend excursions planned or day to day movements>

Medical Facility Recommendations: I would like a recommendation of the International SOS recommended



medical facility near to where the students will be housed. In the event of a medical emergency where does

International SOS recommend our students go? In the event of a non-emergency healthcare requirement, which clinic do you recommend our students use? In the event of a serious mental health emergency I would like a recommendation of which local hospital can cater for such a situation.

Other Considerations: