

Predeparture Checklist for Faculty/Staff/Graduate Students Leading Student Groups Abroad

PRE-DEPARTURE PREPARATIONS

- Permission.** Secure permission in advance from Dean(s) of the school/college of the students. Submit the predeparture form (below) and student handout on emergency communication plan and procedures to Dean(s) for review and approval, and give a copy to the on-campus administrator who will be your primary contact during the trip.
- Travel warning.** For travel to a country under a State Department travel warning (check the State Department website: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html), get approval in advance from the International Travel Oversight Committee (umitoc@umich.edu) and the Dean(s) of the school/college of the students:
 - Submit detailed plans to ITOC no later than two months before departure. Student participants must sign a waiver acknowledging risk: http://www.umich.edu/~itoc/group_travel.html
 - Undergraduates must provide signed consent of a parent or guardian
 - Graduate students must have approval from academic advisors
- Register.** As group leader, register the trip with ITOC: www.umich.edu/~itoc. Leaders and students also must separately register their individual travel arrangements.
- Health insurance.** Enroll students as a group for U-M Travel Health Insurance through the ITOC travel registration website. Contact: Laurie Burchett, Student Insurance Manager, lburchet@umich.edu.
- Health.** Consult UHS travel health services and the CDC for immunization and travel health recommendations.
- Visa.** If appropriate, provide students with information about obtaining a visa.
- Current information.** Consult the State Department's website (http://travel.state.gov/travel/travel_1744.html) for updates on local conditions, including health, safety and security, crime, information about medical facilities, and other matters.
- Travel Handbook.** Read the U-M Off-Campus Travel Handbook: <http://www.umich.edu/~benefits/events/travel/index.html>
- Local arrangements.** Verify safety/security standards for local lodging and travel arrangements.
- Handout.** Prepare a handout for participants outlining
 - Schedule and itinerary
 - On-site group communication procedures
 - Emergency communication plan and procedures (*copy to Dean and on-campus administrative contact*)
 - Expectations for academic performance and personal behavior
 - Housing and safety
- Orientation.** Meet with students as a group:
 - Collect photocopy of front page of each passport
 - Collect individual health and emergency contact information, and note health issues that may require attention during the trip
 - Collect information about individual travel arrangements for reaching the program site
 - Distribute handout with schedule, itinerary, and local group communication procedures
 - Distribute copies of the U-M Off-Campus Travel Handbook
 - Distribute wallet cards with U-M emergency contact information (*below*)
 - Check that students have registered with ITOC and have HTH Worldwide Insurance
 - Review safety/health issues and emergency procedures
 - Discuss program arrangements and expectations
 - Review local culture, customs and appropriate behavior

- Funds.** Verify access to funds through PCard, personal account, and electronic transfers.
- Phone.** Check with cell phone carrier to make sure it will work at destination.
- Parents.** If appropriate, provide parents/guardians with information about program arrangements, communication plan and procedures for contact while abroad.
- Embassy.** Register your group with the State Department's Smart Traveler Enrollment Program (STEP), <https://travelregistration.state.gov/ibrs/ui/>.
- Carry-on bag.** Assemble information to be taken in your carry-on bag:
 - Your own passport, e-itinerary and HTH health insurance card
 - Travelers' itineraries
 - HTH Worldwide travel health insurance booklet
 - U-M Off-Campus Travel Handbook
 - U-M emergency communication contact information
 - Students' emergency contact and health information
 - Copies of first pages of passports, visa stamps and ticket information
 - Information about local ground transportation arrangements
 - Contact information of local medical facilities, guides and people you intend to visit
 - City map, guidebooks and phrasebooks
 - Cell phone and coverage information

ON-SITE PROCEDURES

- Confirm arrival.** Upon arrival, verify everyone has arrived and confirm with U-M Dean/department contact.
- Meet with students.** Review schedule, local safety and health precautions, and arrangements for personal contact. Discuss emergency contact information and procedures.
- Phone.** Buy local SIM card and make sure cell phone works.
- Weekly check-in.** It is recommended that you check in weekly with the U-M department contact by email, if possible, to update about the status of the trip.
- Confirm completion.** Notify U-M Dean/department contact when program has ended.

U-M EMERGENCY CONTACT PROCEDURES

Emergency first contact

U-M Department of Public Safety (DPS)

Office: +1-734-763-1131

<http://www.police.umich.edu>

DPS is staffed 24 hours a day, 7 days a week. Call DPS in an emergency for which you urgently need to contact the University. The officer handling the call has access to the ITOC travel registry and will alert administrators and offices that may provide information or assistance. DPS will follow up with you to make sure that contact has been established. For health issues, contact HTH Worldwide immediately (below).

Emergency second contact

International Travel Oversight Committee (ITOC)

umitoc@umich.edu

Email ITOC if you urgently need to contact the University for assistance. Emails are received by several administrators, who will respond and coordinate communication. In an event that raises health and safety concerns, administrators will contact you and other travelers to see if any assistance is needed.

OTHER EMERGENCY CONTACTS

US State Department Overseas Citizen Services

Outside the US, +1 [or 001 from landline] 317-472-2328

HTH Worldwide

Outside the US, +1 [or 001 from landline] 610-254-8771 (collect)

HTH Worldwide maintains a 24/7 call center to assist members with a wide variety of services including:

- Locating medical care
- Medical evacuation planning and coordination
- Medical monitoring and referral
- Coordination of hospital payment guarantees

In an emergency, seek appropriate medical care directly, then call HTH Worldwide for immediate assistance. If you require medical evacuation, you must contact HTH Worldwide in advance or your evacuation may not be eligible for reimbursement.

Predeparture Information for U-M Faculty/Staff-led Student Trips Abroad

Permission must be secured in advance from the Dean(s) or designates of the schools and colleges of the students who will be traveling. Complete this form fully and submit it to the Dean(s) before departure. Give a copy to the on-campus administrator (below) who will be your primary U-M contact during the trip. The school/college may require additional information.

Group leader _____ Email _____

Co-leader (if any) _____ Email _____

US departure/end dates _____

Destination _____

Is there a State Department Travel Warning for your destination? _____

Purpose of trip _____

Number of travelers _____

Names of U-M travelers (*attach separate page if necessary*)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Names of non-U-M travelers (*attach separate page if necessary*)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Address abroad (hotel/other; street; city; postal code; country)

Will you have internet access while abroad? _____

How can we reach you abroad in case of emergency?

Phone 1 _____ Phone 2 _____ Email _____

Contact person at site abroad if you are not available

Name _____ Email _____ Phone _____

Primary U-M on-campus administrator/contact for non-critical matters

Name _____ Email _____ Phone _____

I certify that all participants will receive a health/safety briefing before departure.

Signature _____ Date _____

Wallet cards for travelers

In case of emergency, contact:

U-M Department of Public Safety

(001) 734-763-1131

HTH Worldwide Insurance

(Collect) (001) 610-254-8771

U-M Intern'l Travel Oversight Cttee

umitoc@umich.edu

US State Department

(001) 317-472-2328

U-M Group Leader:

cell _____

Local Contact/Coordinator:

Phone _____

Medical details—*name of traveler*

*Age, height, weight, blood type, sensitivities
or allergies, medications*