

International Travel Security Plan Outline

This document can be used as a template for formulating an international travel security plan sometimes requested in grant applications or by internal University departments. This is intended to assist in your formulation of a plan and is not intended to be all encompassing or in any way assure safety in a particular country.

A simple bulleted format is always appreciated. Your plan is important, but few grant reviewers want to read a dissertation on your security plan. Keep it simple, factual and to the point.

Pre-travel Preparation

- Highlight that you will review internet materials to familiarize yourself with local customs and laws.
- Indicate you will review the Department of State's website and be familiar with any travel warnings; noting and avoiding areas of high risk.
- If applicable indicate what you will do if your destination becomes unsafe for travel. What is your alternative? Will you cancel the trip or will you go to another location in that country?
- Identify and note what the known hazards are for the area you will travel. Is it crime, is it political unrest, is it natural disaster, or all of the above? If natural disaster, what is the most likely natural disaster?
- Do you have any personal experience from prior travel to the destination country or specific location of intended travel?

Transportation

- What will be your mode of transportation to country? What is your entry point (name of city, airport, sea port, etc.)?
- Once in country what is your mode of transportation? Your mode should be the safest and most recommended mode by security professionals or consultants. In some countries securing a street taxi is not safe. Booking a secure transport through an in country partner is more safe and the recommended procedure. State why your mode is the best choice.
- Advise what cities or towns you will visit and how long you will be at each.
- If you plan to walk between venues daily (lodging and place of work), is that safe and how will you assure your safety doing so?

Lodging

- Where will you stay at each location? Is the compound secure? How is it secure? Comment about the safety and local reputation of safety for your lodging.
- Indicate after hour activities that are most likely to occur. Are they safe and or how will you assure safety while doing those activities?
- Identify what entity is paying for the lodging. If the University is paying for the lodging, the University may have reporting obligations under the Clery Act. Please contact Steve Dietrich at sdietrich@purdue.edu if the lodging is paid by Purdue.

Communication

- Will you have an international cell phone? This is always advisable.
- Delineate your emergency 24 hour phone tree? List by name, email, and cell phone, the individuals on the tree. Purdue Police should be part of this phone tree in order to assist in activating various services available to assist students in the event of an emergency.
- Who will be your main contact in country of travel?
- Who will be your main contact back in the US?
- How often will you check in? Daily is advisable.

Emergency Action Plan

- Conduct a safety briefing with everyone in your group regarding expectations.
- Identify that in the event of an emergency you will make your way to emergency facilities. Identify by name and full address nearest hospital and embassy. Indicate the distance of these facilities from your lodging. Indicate mode of transportation you would seek to get to these facilities.
- In the event of a natural disaster or civil unrest, etc. briefly identify your plan.
- Specify a “rally point”...a pre-identified location in case your primary location is compromised or for others in your group to go to in case you become separated from them.
- Assure your plan covers all of the prior identified hazards.
- If you shelter in place where will you do so? Advise you will activate your communication tree via phone or e-mail in this event.
- If you are required to evacuate, identify your mode of transportation and to what location. Identify an alternate routes or other alternatives if first alternate location becomes unviable or unsafe.
- Identify that Purdue has an emergency medical and disaster evacuation program covering all of its people assets. Indicate and assure contact number and other information to activate that plan will be programmed into your international phone.