Template for Submission to Purdue Security and Risk Assessment Committee

Petition for Purdue-WL Students to Travel to Locations under Department of State Travel Advisory of “Level 2 - Exercise Increased Caution – Contains Areas with Higher Security Risk” (L2-EIC-CAWSR) or Higher

Introduction:
These materials are designed for those requesting student travel to locations with a Travel Advisory of L2-EIC-CAWSR or higher (per the DOS world-at-a-glance map) on a Purdue-endorsed activity. To aid the Security and Risk Assessment Committee (SRAC) with informed deliberations, please submit at least one month in advance of intended travel. (You may also submit a 12-section prose document which effectively covers these topics if you wish.)

1. Name of sponsoring/endorsing Purdue employee:____________________________________________________
   Email:___________________________ Office phone:__________________ Mobile phone:_____________________

   Above person is travelling with student(s)☐ yes  ☐ no

   List all other Purdue employees accompanying the person(s) overseas:_____________________________________
   _______________________________________________________________________________________________

   List all other supervisors and leaders on-site during the experience:_____________________________________
   _______________________________________________________________________________________________
   _______________________________________________________________________________________________

2. Activity Description:
   Purpose: ________________________________________________________________________________________
   Dates of Travel:  __________________________________________________________________________________
   Total number of participants anticipated:  ______
   Sub-total estimates of anticipated participants (insert approximate numbers, including “0”, in each category):
   ____undergraduate student(s) of Purdue University, West Lafayette
   ____professional student(s) of Purdue-WL
   ____graduate student(s) not on assistantship (i.e. with graduate staff appointment) of Purdue-WL
   ____official volunteer(s) of Purdue-WL
   ____other (describe ______________________________________________________________________)

3. Emergency Contact in USA:
   Name________________________ Relationship________________ Telephone__________________

   I plan to contact this person ☐ on arrival, ☐ at least once weekly, ☐ other_________________________

   Other Contact: (optional)
   Name________________________ Relationship________________ Telephone_____________________

   I plan to contact this person ☐ on arrival, ☐ at least weekly, ☐ daily, ☐ other __________________

4. Telephone (supply telephone information for all options that apply)
   Emergency Cell phone of Leader (see #1) will be used overseas:  ☐ no  ☐ yes (number____________________)
   Describe reason this phone will be operable overseas:
   ☐ unlocked phone with SIM card, if yes, who will you notify when unlocked successfully?________________
   ☐ buying phone in country, if yes, who will you notify when completed?______________________________
   ☐ activating US number for International use
   Additional cell phone (#2)?  ☐ no  ☐ yes (number________________________________)
   Describe reason that cell phone #2 will be operable overseas:
   ☐ unlocked phone w SIM card, if yes, who will you notify when unlocked successfully?________________
   ☐ buying phone in country, if yes, who will you notify when completed?______________________________
   ☐ activating US number for International use
   ☐ Name of primary local contact overseas:___________________________________________________
   Local contact cell phone: __________________________________ Local contact office phone:___________________
   NOTE: for emergencies call Purdue Police 765-494-8221 for routing
5. Lodging (description for participants, mark all that apply)

Itinerary with city and lodging contacts described: ☐ see other attached; ☐ unknown to date; or ☐ describe ____________________________________________________________

Related past experiences in location(s): ________________________________________________________

☐ provide itinerary including each day’s lodging (type, name, city)

6. Modes of transportation in country (mark all that apply)

☐ private coach/van/car with professional driver   ☐ private vehicle of institutional contact
☐ public taxis   ☐ public busses/metro/subway
☐ other (describe) ________________________________________________________________

If in Colombia, will you pledge to advise students that hailing taxi cabs off of the streets is ill-advised and could be dangerous, hence to obtain taxis through either hotel staff or reputable Purdue sources? ☐ Yes ☐ No

7. Local Resource Contact (mark all that apply)

☐ family in location ( describe______________________________________________________________ )
☐ university colleague (name______________________________________________________________)
☐ corporate colleague (name, organization_________________________________________________)
☐ alumni connection (name, organization___________________________________________________)
☐ third-party provider name, organization__________________________________________________
☐ hotelier (Name_____________________________________________________________________)
☐ List location of nearest US Consulate (city________________________________________________)
☐ I will be registering ☐ myself ☐ group online via US Dept of State https://step.state.gov/step/.
☐ other (specify_________________________________________________________________________)

8. Information associated with Travel Advisory

Date most recent Travel Advisory issued: _______________________

Text included as appendix or accompanying as attachment ☐ yes ☐ no

Cities and/or regions named in Travel Advisory that will be visited: ☐ none or ☐ describe

______________________________________________________________

Airports, ports, roads or highways named in Travel Advisory that will be utilized: ___ none ___

describe________________________________________________________

Note: It is helpful for this submission to include a map outlining locations of both anticipated activities and recent disturbances. Map is included as attachment or appendix showing above areas: ___ yes ___ no

9. Health

☐ vaccinations/immunizations being researched and pursued

☐ I have checked medical requirements for entry (e.g. chest x-rays, vaccinations, immunizations)

☐ I am pursuing yellow fever inoculations ☐ yes ☐ no

☐ I will take Malaria Prophylaxis ☐ yes ☐ no

Describe additional health issues at destination and what you will do to mitigate consequences (or check ☐ if not applicable). Description: _____________________________________________________________

10. Technology

List any electronic device being taken ☐ none or ☐ describe personal ☐ describe Purdue-owned

Country on the DOS watch list? ☐ yes ☐ no (per http://www.state.gov/strategictrade/redflags/)

11. Activities
Under what circumstances will students be unsupervised by Purdue and/or local leadership?

If the program is in Colombia, describe how you will interact with or involve Ms. Liliana Gomez Diaz, Director, Colombian Partnership and Engagement, Purdue University (Medellin, Colombia).

Will leadership advise students to not venture out on their own? Yes No If no, please describe.

Describe any possible vulnerabilities/risks associated with anticipated activities. This should include all higher-risk activities which are out of the ordinary relative to your daily life:

Describe what you will do to mitigate risk for the above:

12. Crisis Management
If a perceived crisis, who would you consult locally for advice?

If you needed medical attention, what facility would you visit? Name Don’t know

What are the possible natural disaster that could affect the program (e.g. earthquake, tsunami, volcano) and how will leadership be prepared to respond to such situations?

How will participants contact others for emergency responses?

Closer to the time of departure, if worsening circumstances compel Purdue to not allow the individual/group to proceed, what program contingency is in place? Please describe:

During the program, if you need to exit the country through an alternative routing, what will you do?

During the program, if you need to shelter-in-place, what will you do?

Please identify closest US Embassy and provide contact details.

Regarding physical security, please describe local law enforcement resources in the city/cities where the program will be located:

Identify 911-type number(s) abroad at location (per 911 Abroad)
(source: http://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf)

Will the person identified in item #1 inform participants about Purdue’s emergency evacuation coverage provided by the insurance policy?

In case of medical emergency, natural disaster, or political unrest, necessitating your evacuation or relocation, please see your Gallagher insurance card for additional details. It is highly recommended that you program their emergency international number into your cell phone prior to reaching your destination.

Please submit to SRAC via Brian Harley, Purdue-WL Office of Programs for Study Abroad