

PROGRAM DIRECTOR CHECKLIST FOR INTERNATIONAL PROGRAM SAFETY AND RISK MANAGEMENT: PLAN AHEAD

Approval: Ensure the trip has followed the appropriate approval procedures as **outlined** in the **Fairfield University International Travel Guidelines**.

Contracts: Provide the Office of the General Counsel with all contractual agreements. ***ONLY authorized University officials may sign contracts on behalf of Fairfield University.*** All purchases and expenditures must be made through the campus purchasing office.

Do Your Homework: Familiarize yourself with the destination and review any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at <http://www.state.gov/>.

Housing: Organize housing and accommodations (e.g., dorms, hotels, homestays, etc.) for all members for the duration of the trip.

Transportation: Organize modes of transportation (e.g., group flight, bus tours, etc.).

Field Trips: Organize excursions, events, and field trips.

Communication:

- Determine who on the Fairfield University campus should be contacted in an emergency.
- Check in periodically with Fairfield University campus and inform designated campus officials of changes to itinerary.

Health and Emergency Services:

- Identify suitable and recommended medical professionals and hospitals.
- Know the sites abroad and how to access health and emergency services there.
- Familiarize yourself with emergency protocols and be prepared to respond in the event of an emergency.
- Bring a first aid kit (include bandages, gauze, ace bandage, antiseptic, cotton tipped applicators)

Required Documents:

- Fill out, file and provide copies to designated University officials of all required documents, including copies of the required forms from students (e.g., passports, emergency contact information, completed [International Travel Participation, Waiver, and Emergency Contact Form](#), etc.).

Have a copy of the [International Travel Notification Form](#) and a copy of each student's [International Travel Participation, Waiver, and Emergency Contact Form](#) in hand. Consider scanning required documents and e-mail them to yourself.

- Verify that the name on the airline ticket matches exactly the name on the passport. Be aware of nicknames, middle initials, married/maiden names, etc.
- Verify proof of insurance for all trip participants.
- During the trip, have access to all campus, host site, and student contact information in case of an emergency.

Register: Register the trip with the U.S. Department of State (DOS) at <https://travelregistration.state.gov/ibrs/ui/>. (Note: The DOS system only allows for U.S. citizens to register their trips. Inform non-U.S. citizen travelers to notify their respective countries of nationality of their travel plans.)

University Policies: Familiarize yourself with University policies (e.g., alcohol and drug use, sexual harassment, confidentiality, students with disabilities, Henderson Rules of Public Order, etc.).