

## International Travel Risk Assessment & Emergency Planning Checklist

*This form is to be completed for faculty led who will not use any in-country providers/organizations for logistical support.  
Completed forms shall be submitted to WORLD along as part of the program approval process.*

Program Information		
FACULTY MEMBER	TERM	YEAR
Destination Information		
ARRIVAL DATE	DEPARTURE DATE	DESTINATION
Destination Emergency Contact Information		
TYPE	PHONE	ADDRESS
Hospital		
Ambulance		
Local 911 Equivalent		
Police		
Fire		
US Embassy		
Provide the contact information for someone local, on location, who could assist in an emergency:		
In the event that you could not complete your program, who would teach the remainder of the course?		
<i>Faculty should be prepared for someone else to take over their program in case of an emergency or illness. Please list his/her name, position in the department, summer phone number and email.</i>		
Emergency Meeting Points		
<i>Identify the locations that students and faculty will gather in the event of an emergency, especially if communication lines are down. Typical locations include student housing (not appropriate for homestays), public library, church, museum, or classroom facility. When establishing a meeting point, make sure that the location is safe after dark and also has an outdoor space for after-hours emergencies. Public transportation may not be available during an emergency. These locations should be accessible without public transportation. Emergency meeting points should be established for each city visited. Attached additional pages if necessary.</i>		
Emergency Meeting Point	NAME	ADDRESS
Location #1		
Location #2		
Location #3		

