TRIP LEADER CHECKLIST

Pre-departure

• All travelers should register in Cornell’s Travel Registry Group travel registration can be initiated by a group administrator or trip leader.
  o If uploading a group of students into the registry please provide the following in an excel document.
  o Trip dates and locations of travel
  o First and last names of all travelers
  o NetIds
  o This document should be sent to Cornell Abroad, referencing the Data Steward.
    Email: cuabroad@cornell.edu
• Travelers should be encouraged to also register their travel in the U.S. Department of State’s Smart Traveler Enrollment Program (STEP).
• Trip leaders should be knowledgeable of travel risks specific to their destination and develop an itinerary that best mitigates such risks (see resources below).
• Trip leaders should be knowledgeable of the resources available in case of emergency including Frontier Medex, ASIRT, local U.S. Embassies/Consulates, local authorities, Cornell Police.
• Trip leaders are responsible to develop an emergency plan and be available 24/7 to travelers in case of an emergency during the trip. All trip leaders should carry a working cell phone in-country and distribute the phone number to travelers.
• Trip Leader should conduct a pre-departure orientation to discuss cultural norms, travel risks, safety precautions, and expectations of conduct and explain emergency procedures. We provide trip leaders guidelines and expectations and a pre-departure video:
  o Trip planning for trip leaders: http://youtu.be/zgsliagRNy0
  o Pre-departure Video for Cornell Trips: http://youtu.be/6lC_djXHWs8

• All travelers should be given a Frontier MedEx card and understand how to use it.
• All Cornell travelers that have SHI(PT)Travelers should be offered additional insurance options (HTH or CISI) including international health insurance and/or trip interruption/cancellation, etc.
• Trip leader should distribute important phone numbers (preferably on a wallet card) including the 24-hour on-site contact, FrontierMedEx, local police, CU Police. (Card below)
• The appropriate main campus contact should be established to hold copies of the daily itinerary, and emergency contact information. This person should be identified as Cornell Emergency Contact in the travel registry.

Additional Steps: ITART review or High Risk /Travel Warning countries

• Trip leader checks to see if the country that they are traveling to is on the ITART (International Travel Advisory and Response Team) review list:
  o www.travelregistry.cornell.edu

• Trip leader contacts The Coordinator of Travel Safety to discuss details of the travel and set up a call that all attendees can dial in to. The call is conducted and addresses questions about the destination (from both a security and medical perspective).
Trip leader prepares an ITART application providing at least 6-8 weeks before the trip departs for the ITART committee to review the trip details. The application is found at www.travelregistry.cornell.edu

Trip leader prepares an emergency response plan for the trip which would include a 24-hour emergency contact number on-site, local hospitals vetted by ISOS, Embassy information, evacuation plans, medical and emergency contact information for the student, etc.

Students should not be required to travel to a high risk / Travel Warning destination (i.e. trip is not tied to academic program completion)

Travelers are given a copy of the Travel Warning (if applicable) and MedEx Security Brief and links to the Pre-departure orientation video.

Travelers review/sign an Acknowledgment of Risks & Release from Liability form (hold harmless agreement) specific to high risk/Travel Warning countries

RESOURCES FOR CORNELL TRAVELERS

International Travel Registry (ITR)
- Registration is mandatory for all students and faculty traveling with students
- Click here to log-in using your NetID

FrontierMedEx (Emergency Security Assistance Provider)
- Click here to log-in using your NetID to visit the Cornell dedicated website, which provides benefit information, country security reports, medical reports and online member ID cards
- All Cornell students, faculty and staff are members
- Includes evacuation/repatriation insurance

Associate for Safe International Road Travel (ASIRT)
- Click here to log-in using your NetID to visit the Cornell dedicated website, which provides information, country road reports and additional information.

Travel Medicine
Student Health services offers travel consultations and immunizations to students traveling abroad and their significant others. To ensure that you have sufficient time to complete a course of immunizations, make sure to schedule your appointment at least 4-6 weeks before leaving for your trip. Students can make a travel appointment at Student Health Services. Faculty and staff can make an appointment at Cornell Travel Clinic.

Pre-departure Meeting
During the pre-departure briefing, emphasis should be placed on security precautions and emergency plans, including the phone numbers of local emergency services, International SOS and the on-site staff member’s 24-hour cell phone number. Alexis E Santi (Lex) Coordinator of Travel Safety, (aes357@cornell.edu) is available to provide country specific information and/or present to your group travel safety and emergency procedures.

Emergency Response
U.S. Government Resources

- Travel.State.Gov: Travel alerts, travel warning and country specific information
- Embassy Information: A list of U.S. Embassies and Consulates websites is available at:
- Smart Traveler Enrollment Program (STEP)
- Travel Warnings
- Travel Alerts

Cornell University:

- Cornell Police (607) 255-1111 (open 24/7)
- Cornell Risk Management (607) 254-1575
- Cornell Abroad Travel Safety (607) 255-8830

Frontier MedEx Cards:

You can call collect from any country.

Frontier Information Cards:

IN CASE OF AN EMERGENCY WHILE ABROAD

Contact your faculty leader:
Local Phone: ___________________________

Call the local emergency services:
Local Phone: ___________________________
Call the CU Campus Police 24/7/365 (607) 255-1111

Be prepared to provide a number where you can be reached. Record your international number here: ___________________________

(If you include your country code)