Don’t Trip Over Trips!

“Safety Tips for Travelling Abroad”

Michael Beatty
Director, Enterprise Risk Management
San Francisco State University

Robert Leong
First Vice President
Alliant Insurance Services

SFSU Safety Week
September 20, 2018
1. Before You Go - to do’s
2. Travel Security - country risks
3. Health Risks - immunizations
4. Register Your Trip - STEP
5. Get Insurance - FTIP
6. Useful Travel Apps
7. Precautions while Travelling
8. Stay Connected
9. In Event of Emergencies
SFSU Foreign Travel – 2016/17

6 Continents, 38 Countries
Have a Safe Trip
Have a Safe Trip
Plan for the Unexpected

- Most likely, you will have an incident-free trip.
- Even with the best-plans, something can go wrong.
- You can become a victim of a crime, violence, or experience unexpected difficulties.
Plan for the Unexpected

- You need to be Prepared if a problem does occur.
- You need to heighten your awareness to ensure your Personal Safety, especially when travelling in foreign territories.
What to Bring (packing tips)

Safety Begins When You Pack.

- Avoid attracting the wrong attention.
- Don’t become a Target; e.g., expensive looking clothing or elaborate jewelry that could mark you as an affluent tourist.
Travel Light

- You can move more quickly and more likely to have a free hand.
- You will be tire less, and less likely to set your luggage down, and become vulnerable to theft.
“Less is More”

- **Limit Valuables**
  - Credit Cards
  - Cash
  - Jewelry

- **Photocopy Important Documents**
  - Passport
  - Prescriptions

- **Extra Set of Passport Photos**
**Medications**

- Keep Medicines in their original, labeled containers.
- Keep copies of Prescriptions - include generic names.
- Doctor’s Notes for Medications that are unusual or contain narcotics.
- Consult Embassy or Consulate if you are unsure about the legality of the medication you will be carrying.
More Packing Tips...

Extra Pair of Glasses

First Aid Kit


Flashlight

TSA-approved Locks

Tag All Luggage (name, address, telephone number) both inside and outside each piece.

Covered Luggage Tags to avoid casual observation of your identity or nationality.
What to Leave Behind

(Your Lifeline)

• **Travel Itinerary:** Make a copy of your itinerary for family or friends at home in case they need to contact you in an emergency.

• **Photo ID:** Copy of your Passport identification.

• **Travel Documents:** Copy of airline tickets, hotel reservations, etc.

• **Credit Cards:** Copy of credit cards you take with you.
What to Leave Behind

(Your Lifeline)

• Travel Itinerary
• Photo ID
• Travel Documents
• Credit Cards

Make Two Copies

1. Leave one with family/friends at home.
2. Take one with you and keep safe and separate from the originals.
Before You Go

Check [U.S. State Department Website](http://travel.state.gov/content/passports/en/country.html) on the Department of State website:

- Country-specific information is available on the Department of State website:

  [http://travel.state.gov/content/passports/en/country.html](http://travel.state.gov/content/passports/en/country.html)
Before You Go

Check **Center for Disease Control**


- List of required & recommended vaccines/medicines for various countries.
- Helpful info about how to stay healthy while overseas.
Before You Go

Make sure you are **up-to-date** on routine vaccines.

These include vaccines against:

1. Measles-Mumps-Rubella (MMR)
2. Diphtheria-Pertussis-Tetanus (booster shot)
3. Varicella (chicken pox)
4. Polio
5. and your yearly Flu shot.
Register Your Travel

**STEP** (Smart Traveler Enrollment Program)

- All participants must register with STEP.
- Think of it as checking in - so that you may be contacted if necessary because of a family emergency or because of a crisis in the area where you are traveling.

Free online service provided by the U.S. State Dept. [https://travelregistration.state.gov](https://travelregistration.state.gov)
Get Insurance

CSU’s Foreign Travel Insurance Program (FTIP)

Insurance is required for all Faculty, Staff, Students and Guests who travel abroad on university business.
Get Insurance

CSU’s Foreign Travel Insurance Program (FTIP)

Protects You for most situations you may encounter while travelling in foreign territories that result in bodily illness or injury to yourself, injuries to others caused by you, damage or loss of property, including legal counsel and defense as may be needed.
Foreign Travel Insurance Program (FTIP)

Who’s Covered:

- Registered Travelers from SFSU:
  - Students, Faculty, Staff
  - Registered Family Members
  - Registered Volunteers

- SFSU Auxiliary Organizations
Foreign Travel Insurance Program (FTIP)

What’s Covered:

- Accident or Sickness
- Emergency Medical
- General Liability
- Auto Liability (Excess) - car rentals; does not include CDW.
- Political Evacuations
- Trip Cancellation / Trip Interruption
- Emergency Evacuation
- Emergency Reunion
Foreign Travel Insurance Program (FTIP)

What’s Not Covered:

- Health Maintenance.
- Routine Physicals, Exams, etc.
- Personal Property (laptops, cameras, smart phones, valuables)*
- High Hazard Activities

* Personal Property may be covered by your Renter’s or Homeowner’s insurance – Ask your agent.
Foreign Travel Insurance Program (FTIP)

Included in FTIP:

**Traveler’s Assistance**

Pre-Departure & Travel Medical Emergency Services

**AXA Travel Assistance**

1-630-694-9764

medassist-usa@axa-assistance.us
Foreign Travel Insurance Program (FTIP)

FTIP Summary is available online at:
http://erm.sfsu.edu/content/foreign-travel

Foreign Travel Information:
http://erm.sfsu.edu/content/foreign-travel
## Foreign Travel Insurance Program (FTIP)

### 2018-19 Rates

<table>
<thead>
<tr>
<th># Days including travel to/fro</th>
<th>Per Participant Per Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>$60</td>
</tr>
<tr>
<td>16-31</td>
<td>$75</td>
</tr>
<tr>
<td>32-90</td>
<td>$140</td>
</tr>
<tr>
<td>91-180</td>
<td>$265</td>
</tr>
<tr>
<td>181-270</td>
<td>$325</td>
</tr>
<tr>
<td>271-364</td>
<td>$500</td>
</tr>
<tr>
<td>365+</td>
<td>Refer</td>
</tr>
</tbody>
</table>

Extra cost for travel to High Hazard / War Risk Countries.

Travel to **High Hazard Countries** must be preapproved by **SFSU President**.

Travel to **War Risk Countries** must be preapproved by **SFSU President** and **CSU Chancellor**.

Extra cost for travel to High Hazard / War Risk Countries.
Smart Phone Apps

“Smart Traveler”

Useful tool to provide easy access to updated official country information, travel alerts, travel warnings, maps, and U.S. embassy locations worldwide.
Smart Phone Apps

- "Life360"

- Excellent location & communications tool.
- Allows everyone in your group to stay connected with one another.
- **Location/check-in button** - allows you to see everyone’s location on a map.
- **Alert button** - sends instant auto text, email & voicemail to every in the group in case of emergency.
- **Chat feature**
Overseas Emergency Preparedness Plan

1. Identify a **Shelter Location** near your hotel.
2. Identify a **Meeting Location** in the event of an evacuation.
3. Identify a **Rally Point** at which to meet if group becomes separated or is unable to return to hotel.
4. Know who to **Contact** at SF State (ERM) who can coordinate a response to an overseas emergency.

Precautions While Traveling
Precautions While Traveling

Safety & Security Checklist

Work with your faculty leader to create a Safety & Security Checklist including:

- Make sure all participants have Each others’ Contact Information (cell phone number, email address, etc.)!
- Establish a Communications Tree in the event of an emergency.
- Have basic Emergency Supplies/First-Aid Kits on-hand.
Safety on the Street

- Use the same **common sense** while traveling as you would at home.
- **Avoid areas where you may be victimized** or be especially cautious if unavoidable.
  - e.g., crowded subways, train stations, elevators, tourist sites, market places, festivals, and sketchy or crime-ridden neighborhoods.
- Always carry **Hotel Business Card** (or name and address of hotel) at all times.
Safety on the Street

- **Don't Use Short Cuts.** Avoid alleys or poorly lit streets. Only travel in well-lighted & frequently traveled areas.

- **Don’t Travel Alone.** Always walk with a friend or companion! Inform others of your plans!

- **Don’t Travel Late at Night.**

- **Avoid Public Demonstrations** and other civil disturbances.

- **Keep a Low Profile.** Avoid loud conversations or arguments.
Safety on the Street

• Don’t discuss Travel plans or other personal matters with Strangers.

• Don’t place Wallet in your back pocket.

• Carry Purse in front across your chest.

• Place ID Cards, Cash, Credit Cards, and other valuables in inside pockets. Use pouch/money belts worn inside & under clothing for best protection.
Safety on the Street

• Be aware of Surroundings & Belongings at all times.
• Be extra careful at Train, Subway or Bus stations where thieves prey on visitors & tourists.
• Blend in with the Local population as much as possible.
• Don’t wear identifying clothing such as baseball caps or shirts with identifying information.
• Be alert and observant!
Safety on the Street

- **Avoid scam artists.** Be wary of strangers who approach you and offer to be your guide, or try sell you something at bargain prices.

- **Beware of Pickpockets.** They often have an accomplice who will:
  1. Jostle you;
  2. Ask you for directions or the time;
  3. Point to something spilled on your clothing; or
  4. Distract you by creating a disturbance.
Safety on the Street

- Beware of groups of minors who may create a distraction to pick your pocket.

- Wear the shoulder strap of your bag across your chest. Walk with the bag away from the curb to avoid drive-by purse snatchers.

- If you are confronted, don't fight back. Give up your possessions and get to the nearest safe place.
Safety in Your Hotel

- Keep your Hotel Door Locked at all times.
- Don’t invite Visitors into your room. Meet them in the hotel lobby.
- Secure copies of Important Documents (passport, credit cards, extra cash, etc.) in a safe place where you are staying.
- Use Hotel/Room Safe where available.
- Let others know when you’re going out, and when you expect to return.
Safety In Your Hotel

- Do not enter an Elevator alone if there is a suspicious-looking person inside.
- Read the Fire Safety Instructions in your hotel room.
- Know how to Report a Fire.
- Be sure you know where the nearest Fire Exits and alternate exits are located.
- Count the Number of Doors between your room and the nearest exit. This could be a lifesaver if you have to crawl through a smoke-filled corridor.
What to do if a Theft occurs

2. Report Credit Cards to the issuing company, Airline Tickets to the airline, and Passport to the nearest embassy or consulate.
Local, Regional or Global Crisis

- In the event of a local, regional or global crisis, follow the advice of local authorities and consult with the nearest U.S. embassy or consulate for security information.

- If a widespread political or economic crisis occurs, get to a safe place. Contact local authorities or the nearest U.S. embassy or consulate for assistance.
Local, Regional or Global Crisis

- Keep up on current events in the U.S. as they relate to U.S. citizens in your host country.

- Keep cell phones and computers charged.
  - Keep phones powered on at all times.
  - Carry portable battery/charging device.
Know / Obey Local Laws

- When you are in a foreign country, **you are subject to their laws** and are under their jurisdiction.
- You can be arrested for actions that may be considered legal or minor infractions in the U.S.
- Familiarize yourself with the Expected Behaviors in countries you plan to visit.
- U.S. State Dept’s **Country Specific Information** includes information on unusual patterns of arrests for particular countries.
Know / Obey Local Laws

Alcohol & Drugs

• More than one-third of U.S. citizens incarcerated abroad are held on Drug charges.
• Some countries do not distinguish between Possession and Trafficking. Many have Mandatory Sentences, even for possession of a small amount of marijuana or cocaine.
• Visitors have been arrested for possessing Prescription Drugs, particularly tranquilizers and amphetamines, that they purchased legally elsewhere.
Know / Obey Local Laws

Alcohol & Drugs

- Visitors have been arrested for purchasing prescription drugs abroad in quantities that local authorities suspected were for commercial use/resale.

- When in doubt about drug laws, ask local authorities or the nearest U.S. embassy or consulate.
Know / Obey Local Laws

Illegal Substances

- Use of illegal substances is absolutely prohibited!
- Anyone caught using illegal substances will be immediately removed from the program.
- Penalties for the use of illegal substances in other countries can be much stronger than in the U.S.
- There is nothing your Faculty Leader or the U.S. embassy can do to assist someone caught breaking the laws of the host country.
Know / Obey Local Laws

Illegal Substances
Student Conduct While Overseas

Additional information on appropriate Student Conduct including:

- Academic Dishonesty
- Plagiarism
- Alcohol Policy
- Sexual Misconduct

can be found at:

http://conduct.sfsu.edu/standards
Photography

- In many countries, you can be detained for photographing security-related institutions, such as police stations, military installations, government buildings, border areas, and transportation facilities.

- When in doubt, ask permission before taking photographs.
Road Safety

- According to the U.S. Department of State, **Road Travel is the greatest risk** to healthy Americans.
- In some countries, bad roads and careless drivers are considered top dangers.
- For info about road and traffic realities abroad, visit the **Association for Safe International Road Travel** website.
Road Safety
1. Send **SFSUSA** text message to **444999**.
2. Download V-card.
3. Save to Phone Contacts.

- Provides contact information for US State Department, SFSU Dean of Students, Foreign Travel Insurance Program Emergency Assistance, and Claims information.
- Allows SFSU to send push notification to travelers in areas of concern (*natural disaster, terrorist attack, etc.*) requesting traveler to confirm their safety.

**Important Suggestion**: Edit the contact card to add the Emergency Phone Number (*911 in US*) of your host country.
**TIP**: If you purchase a new mobile phone in your host country, please download the Emergency Contact Card to your new mobile phone.

If you forget the messaging number *(444999)* to download the Emergency Contact Card, email a request to riskmgmt@sfsu.edu for the messaging number.
Stay Connected

Make an Appointment with Family to contact them upon your arrival.

- Discuss communication expectations with your Family prior to departure.
- Stay in touch with your Family to reassure them of your safety and whereabouts.
- If you make plans to call at a certain time, follow through with the appointment so that your Family does not worry unnecessarily.
- Remember that you may be in a remote location & it may be difficult to anticipate where you will be at all times.
Stay Connected

With SFSU & Your Family during a Local/Regional Disaster

- In the event of a local Emergency (earthquake, flood, etc.), staff at RM/OIP will be in contact with your Faculty Leader to determine your well-being and whereabouts, and to provide info, instructions & advice.

- You may be asked to contact other students in your group, so you may want to establish a Telephone Tree for emergencies.
Stay Connected

- Upon arrival, your Faculty Leader will conduct an on-site orientation.

- Check the U.S. embassy website regularly for updates on safety issues, crime, civil disturbances, etc.
Additional Resources:

Advice for Safe & Health Travel for Students
http://www.cdc.gov/features/studyabroad/

State Department Students Abroad
http://studentsabroad.state.gov/

Tips for Safe International Road Travel
http://www.asirt.org/

Dept of State International Travel Information
http://travel.state.gov/content/passports/en/country.html
Additional Resources:

Department of State Travel Website
http://travel.state.gov/

U.S. State Dept. Background Notes/Country Fact Sheets
http://www.state.gov/r/pa/ei/bgn/

Students Abroad.com Health & Safety Info

U.S. State Dept. Tips for Traveling Abroad-Safety Issues
http://travel.state.gov/content/passports/en/alertswarnings.html
Be Safe!

- No one can alert you to every potential difficulty, but we hope to have provided you with some information for you to make informed decisions, both as you prepare and while you’re abroad.

- Ultimately, **YOU** are the most qualified person to keep yourself **HEALTHY** and **SAFE**.

- Have a Great Trip!
Questions?