APUAF **Crisis Management Toolbox kit**

Off-site travel:
release forms & how to make students adhere to policy

Free-time, off-site travel policies may differ from school to school**.**

Ask students to sign a ground rules document at the beginning of the semester in which they promise to fill out the travel document and follow the program on-line travel check-in procedures if applicable before any trip outside of Paris. (Not doing so would lead to probation and, if repeated, possible suspension from the program.)

Checklist for independent traveling

● Fill out a travel form with the destination, date of departure & return, means of transportation to & from destination, contact info of lodging, names of others traveling with you. Indicate how they can be reached and by what means, in other words, telephone, WhatsApp, Viber, GroupMe, etc. If they can only be reached via Apps requiring the internet, they must promise to connect several times per day. Scan or photograph and send this document to your program directors via email.

● Note: Fill out the travel form even if your home campus / 3rd party provider has a security website such as MyTrips which requires students to upload travel information to that site. It is important for directors to know about travel **before** you go.

● Remember to bring your passport, visa or any other documentation that is required for entry into your destination country.

● Add an "ICE" (in case of emergency) number in your cell phone.

● Register with the U.S. State Department's **Smart Traveler Enrollment Program** (STEP).

● Gather and review basic information regarding destination health, safety and risk from sources such as the U.S. State Department, US Department of State Study Abroad, Centers for Disease Control, French Ministry of Foreign affairs, US Embassy France, local media or anecdotal information on local crime, safety, health and dietary considerations.

● Review the basic health & safety issues discussed at orientation including how to protect yourself & your belongings.

● Know local emergency numbers and how to find local medical services via your insurance provider. Print out your insurance card and bring it with you.

● Know that your school might have other European centers; therefore, note the contact information for that city.

● Have the contact info for the US Embassy or consulate at the destination.

● Travel with a buddy.

● Avoid renting cars, ride-sharing or couch surfing and wear helmets if on a two-wheeler.

● Bring all emergency numbers with you, your cellphone & charger.

● Be prepared to consider differing points of view concerning gender, politics, religion.

● Be informed before traveling & know that a smile or a hello doesn't mean the same as on your college campus.

● Dress appropriately for local customs and speak quietly in public places.

Example of a travel release form that we found useful

INDEPENDENT TRAVEL RELEASE FORM

If you are traveling please complete one Independent Travel Release Form. Be sure to include specific travel information, such as hotel name and phone number.

NAME:

NAME(S) OF THE PERSON(S) WITH WHOM YOU MIGHT BE TRAVELING:

WHAT IS THE BEST WAY TO REACH YOU IN CASE OF EMERGENCY?

PHONE NUMBER OF PERSON(S) WITH WHOM YOU MIGHT BE TRAVELING:
(if not from (NAME OF THE PROGRAM), otherwise we already have their phone number)

DATES AND DESTINATION(S) OF YOUR TRIP:
(EX : ROME 11-15 APRIL, VIENNA 15-17 APRIL, ETC.)

FLIGHT/ TRAIN/ BUS NUMBER TO 1st DESTINATION AND TIME OF <u>DEPARTURE FROM PARIS</u>:

FLIGHT/ TRAIN/ BUS NUMBER OF RETURN TRIP AND TIME OF <u>ARRIVAL IN PARIS</u>:

PHONE NUMBER(S) AND ADDRESS(ES) OF PLACE(S) YOU WILL BE STAYING AT:
(HOTELS, HOSTELS, COUCHSURFERS, FRIENDS', ETC.)

Note*: Please read the current U.S. Department of State travel information about your destination* http://www.state.gov/travel/

In consideration of being permitted to travel independently from the (NAME OF THE PROGRAM), I hereby assume all risks in connection with such travel and release (NAME OF THE PROGRAM) from any and every claim arising in connection with such travel. I understand that I will be traveling independently at my own risk.

Date :   **Signature :**