

UC Berkeley Study Abroad Travel Safety Evaluation Template

[INSERT PROGRAM LOCATION: TITLE] [FALL/SPRING/SUMMER] [YEAR]

Per campus guidelines, all study abroad and international group student travel for UCB coursework or credit involving faculty, students, or staff must be pre-approved by the relevant Dean and Berkeley Study Abroad, regardless of CDC or DOS advisory level.

Berkeley Study Abroad will evaluate the safety of travel, and provide the requestor with guidance to mitigate any risks and develop health and safety related material (i.e., emergency communication tree, emergency response plan...).

It is strongly recommended that student group travel requests be submitted at least 90 days before departure to ensure a thorough review, and prior to booking flight tickets.

Please:

- 1) "Make a Copy" of this template Berkeley Study Abroad Travel Safety Evaluation Form by selecting "File > Make a Copy". Rename appropriately for your program. You can then edit directly on the document and share with any collaborators.
- 2) Please complete all questions in non-bold black text. Please do not leave any blanks, and enter NA if not applicable. Berkeley study abroad is happy to schedule a meeting to discuss questions about managing risk, or how best to complete the form.
- 3) Send a PDF version of the completed UC Berkeley Study Abroad Travel Safety Evaluation Form, along with the Dean's written approval to the Study Abroad Office at studyabroad@berkeley.edu.
- 4) Completed forms are accepted on the 1st and 3rd Monday of every month, by the end of business day. Decisions will be communicated within 2 weeks after the form is submitted. Berkeley study abroad is happy to schedule a meeting to discuss questions about managing risk, or how best to complete the form.

A. Requestor and Location Information

- 1. Requestor's Name**
- 2. Requestor's Email**
- 3. Requestor's Phone Number**
- 4. Host Department**
- 5. Department Chair**
 - a. Name**
 - b. Email address**
 - c. Phone number**
- 6. Program Location Details | Location (City, Country) and dates. Add all locations if this is a multi-location program**
- 7. What is the reason for the group travel? (eg, internships, company site visits, competition, conference, Berkeley course-work))**
- 8. Who, if anyone, will be leading/directing the group of students (i.e. as program director, faculty director, professional staff etc.)? (If "yes", answer the following questions; if "no", skip to Section B):**
 - **Has the program leader been to the location before?**
 - **Does the program leader speak the local language? If not, please explain plan for interpretation (eg, local staff, GSI)**

B. Travel Information

- 1. How many total people will be traveling?**
 - **Faculty**
 - **Staff**
 - **Students**
- 2. Will any travelers be traveling under a passport other than the United States, and if so, which country passports?**
- 3. Is a visa necessary for any of the travelers? If so, have the travelers received their visas?**
- 4. Will you be collecting the phone number(s) traveler(s) will be using while abroad or other contact information such as WhatsApp? (Note: a phone with a US based sim card may not work in the region.)**
- 5. Have you collected 2 emergency contacts' information for each traveler?**
- 6. What is the itinerary? (please indicate if a subset of travelers has different dates or locations)**
 - **Please be as specific as possible: include dates, lodging, transport hubs, meeting/research sites, class time, excursions.**
 - **Will travel require transit through other countries?**

C. Course/Study Information

1. Is this for a UC Berkeley course-related program?
 - If so, list program name, course(s) number(s), location, and a brief description of the program

D. Official Travel Restrictions and Advisories

1. What is the Current US DOS Travel Advisory Level?
 - Level:
 - Issue Date:
 - Relevant Notes:
2. Are there any travel or entry restrictions in place relevant to travelers for this program (for example are there any entry restrictions for specific passport holders or points of origin or transition prior to the program location)?

E. Onsite Support and Logistics

1. Are you working with a local provider/host?
(If “yes”, answer the following questions; if “no” skip to 2.)
 - Provide the name and contact information for the local provider (and website)
 - Date of your last contact with the local provider
 - What services/resources are being provided for the program?
 - What services/resources are available through the provider to assist with health and safety and emergency responses?
2. Housing information:
 - What housing options will be available to program participants?
[Select as many as apply]
 - Students find own housing
 - Dorm-style housing provided by host university or third-party
 - Homestays provided by host university or third-party
 - Other (describe)
 - If you are providing program housing, how have you vetted the housing for health and safety?

F. Emergency Planning

1. What, if any, are the specific known risks for travel to this location, and how do you plan to prepare travelers to mitigate these risks?
2. Do you have an emergency response plan in place? Yes/No

3. Do program participants have access to an emergency communication tree?
4. How do you plan on communicating with students in a timely manner in the event of an emergency (eg, messaging apps, cell phone numbers)
5. What hospital(s) or clinic(s) or health resources are available for program participants?
6. Will program participants at this location have access to emergency response services? (such as local police station, fire department, etc)
7. Will you be providing students with a list of campus and local health, safety and well-being resources they can access while at the program location? (eg, insurance information, Tang advice nurse, local hospitals, mental health resources)
8. If there is a sudden change in conditions and international borders suddenly close, how will this be handled?
9. What risk factors does a group traveling to this location pose to local communities and how do you plan to ensure the safety of local communities?

G. Operational Costs and Considerations

1. Does the program have any third party vendor contracts?
If you answered “yes”....
 - List the vendors and services.
 - Do these contracts include a force majeure clause? (Please answer for each contract.)
2. What unrecoverable costs might students incur in the case of unexpected program closures or cancellations? (eg., housing, airfare, tuition, program fees)
3. What unrecoverable costs might the university incur in the case of unexpected program closures or cancellations? (eg., housing, airfare, tuition, program fees)
4. Is there a plan to mitigate potential unrecoverable losses (eg, cancellation by a specific date; supplemental insurance)?
5. Who would be responsible for covering unforeseen costs related to program cancellation (eg, medical, supplemental housing, alternative transportation)?

END

THANK YOU FOR COMPLETING THIS FORM!