PRE-DEPARTURE TRAVEL SECURITY & SAFETY CHECK-LIST

**Personal preparation prior to departure** **DONE**

* Completed Staff Safety & Security Training
* Personal Data form filled in & sent to HR
* Insurance coverage confirmed with HR
* Organisational ID card
* Travel Tracking form completed
* Awareness & understanding of organisational Security Standards and Protocols
* Specific risks identified and mitigation measures discussed
* Knowledge of how to manage and report on all forms of unacceptable conduct which includes sexual abuse, exploitation and harassment
* Organisation office (or key partner) at travel destination contacted for contextual & local security briefing (e.g. visitor information sheet)
* Certified hotel booked
* Airport pick-up organised, driver information and contact known (vehicle & driver, Hotel shuttle service, certified Taxi etc)

* Medical emergency plan in place

(Identified Hospital, pharmacy, safe-haven, medevac procedures)

* If applicable, access to essential medication (including additional buffer stock in case trip is unexpectedly extended)
* Personal first aid kit (PFAK)
* Grab bag (includes PFAK)
* Travel health risks briefing, including immunizations checked and updated
* Specific vaccination requirements for entry confirmed (yellow fever, malaria etc.)
* Awareness for health risks and travel restrictions related to pregnancy

**Important:** Do not hesitate to seek qualified medical advice should you feel unwell during or after a trip.

* Access to working communication systems
* Local (emergency) contact numbers noted (Organisation & key partners, travel companions)
* “Personal companion” prepared & own personal emergency contact data shared with Organisation offices (in destination and departure locations) & travel companions
* Crisis hotline number card / medical assistance card

**Upon arrival**

* Check communication devices upon arrival (at airport)
* Recommendation: Cash withdrawal within transit area of airport
* At hotel/accommodation: Familiarize with environment, compound, building, emergency exits, emergency protocols
* Ask for local security briefing from contact point or key partner
* Confirm information regarding emergency or crisis contact
* If travelling with group, arrange meeting to discuss and refresh security protocols during travel
* Local transportation options (safety considerations: seat belt, first aid kit, local travel tracking, curfews, no-go zones etc)

**Travel items**

**Items required:**



|  |  |  |  |
| --- | --- | --- | --- |
| * Personal First Aid Kit
 |  | * Mosquito net
 |  |
| * Grab bag (includes PFAK)
 |  | * Repellent
 |  |
| * GSM Phone
 |  | * Torch
 |  |
| * Satellite Phone
 |  | * Travel sheet
 |  |

**Declaration**

In signing this document, I state that I have received S&S travel advice and have discussed country/location specific risks and appropriate mitigation measures. I have been informed of additional travel items to carry make my journey additionally safe and secure. I am aware that in case of pregnancy I am not allowed to go on a business trip.

I realize that not all risks can be eliminated since there is a residual risk inherent to any travel and work situation. I understand that I also have a personal responsibility to use good judgement, follow advice and make inquiries on how to stay safe during my journey and work.

I confirm that I have considered the risks associated with my travel, together with the advice received.

I confirm I am prepared to undertake the travel indicated.

Important

In case that I plan to combine my business trip with leisure time, I confirm that I have informed and received written approval from my line manager and the relevant stakeholders and risk owners. I am aware that my organisation cannot be held liable for events that occur during my leisure time. I am responsible for my own health, safety and security and must follow the security directives issued by the organization.

**Name:**

**Signature:**

**Date:**