

## Check List from Risk Management

1. The Dean of each department and the Risk Management Office should be notified in advance of all trips being considered by faculty and administrators.
2. Current conditions in the country of destination should be checked prior to making travel plans. Travel warnings information may be accessed at:  
[http://travel.state.gov/travel warnings.html](http://travel.state.gov/travel%20warnings.html).

In order for each participant to understand, the risks involved in traveling to the designated country a copy of any travel warnings should be given to each member of your party.

3. All travel participants must provide proof of medical coverage and be prepared to pay for any services abroad. In most cases, reimbursement must be requested upon return to the USA. Repatriation coverage should be included in all health insurance policies. Please note that if the participant is a full time traditional undergraduate at ULV he or she would have medical and repatriation coverage under the ULV student medical policy.

Attached on a separate appendix is a list of companies who provide travel medical insurance coverage. ULV does not sponsor any of these insurance companies and we are simply providing information as to where coverage may be obtained if a participant does not have current health insurance.

4. A lead-time of at least two months should be given to each participant in order to obtain the required vaccines. The coordinator of the trip is responsible to research the necessary health requirements for each country being visited. This information may be obtained from the Center for Disease Control at:  
<http://www.cdc.gov/travel/index.htm#Geographic>.
5. All students must read and sign a copy of the institution's policy on alcohol and drugs, student conduct code, etc. (See document "Guidelines for the Student Traveler).
6. Should something happen or occur which may cause the university to be liable, it is imperative that faculty report the incident promptly, and not wait until they return from the trip. Copies of our accident and incident reports are attached for your information. These forms should be completed in full and sent by fax or mail to the university. A phone call to the university should be made as soon as possible to alert us to any problem. The main telephone number is (909) 593-3511 and our fax number is (909) 593-0965.

7. An emergency information sheet should be retained by the faculty member. This document should contain emergency telephone contacts for each of your participants along with any pertinent medical history needed. Please remember that this information is personal and private and should not be disclosed to anyone without a legitimate "need to know." A copy of this document should be taken on the trip and a duplicate copy left at ULV in case of any loss.
8. On a separate appendix I have listed several e-mail addresses where pertinent information may be obtained concerning travel abroad.
9. Our liability insurance offers "rental car" coverage only in the United States and is not valid abroad; therefore, it is recommended that all group travel be via public conveyance, taxi, chartered bus, etc. If in an emergency an automobile needs to be rented it is imperative that you take whatever insurance coverage that is offered by the rental company. All rentals should be made in the name of the University of La Verne.