

APPENDIX B

UTSA Faculty-Led Study Abroad Pre-Departure Checklist

In order to plan properly for emergencies that may occur abroad, make sure you have carefully considered the questions below. Completing this checklist prior to your departure can save valuable time in the event of an emergency.

- Where is your group staying? Do you have contact details?
- Have you provided the Office of International Programs with a final list of participants?
- Does your department and the OIP have your itinerary (with flight numbers and hotel information)?
- Have you selected and trained an Alternate Trip Leader?
- Have your students registered with International SOS?
- Have you registered your group with the US Embassy in the country of your program?
- Do you have copies of student passports, cell phone numbers, room assignments?
- Have you reviewed State Department and World Health Organization country briefing sheets for your program site?
- Do you have a local contact/counterpart that can assist you in an emergency? Do you know how to contact him/her?
- Do you have your completed Faculty Emergency Contact Card?
- Where is the closest hospital? Pharmacy?
- Where is the closest major hospital that can treat any emergency? Find these locations on a map.
- Are there English speaking doctors available nearby?
- How do you call the equivalent of 911? Does this include all emergency services such as police, ambulance, fire department?
- Do you have a local cell phone for the country you are traveling to? Have you provided the contact number to the Office of International Programs?

- Where is the nearest US Embassy or Consulate? What is their contact information?
- Are there local laws students need to know about? What are the ramifications of public intoxication or drug use, for example?
- Have you briefed your students on any specific trip rules and policies? What are the consequences for breaking these rules? Do students have written copies of these rules?
- Have you discussed potential medical conditions which may require student medication use abroad? Do the students have the medication to take with them?
- Are there unsafe neighborhoods students should avoid?
- Are there safety concerns in using public transportation or taxis?
- Will your group be driving at all?
- Are there any current political activities occurring that may disrupt your plans?
- Have you briefed students on any potentially risky activities, including fieldwork?