

International Trip Leader Training

Presented by Jaime Molyneux



A woman in a black long-sleeved top and dark pants is captured mid-jump on a rocky mountain peak. She has her arms raised and a joyful expression. The background features rugged, brownish-grey mountain ranges under a blue sky with wispy white clouds. A dark semi-transparent rectangular box is overlaid on the center of the image, containing white text.

Are you traveling for Penn?

Are you traveling abroad?

Are you traveling with students?

You are a Trip Leader!

Top travel risks for U.S. students abroad:

- COVID
- Opportunistic Crime
- Pre-existing health conditions
- Drinking
- Road traffic accidents
- Drowning
- Sexual Assault

"All the News
That's Fit to Print"

VOL. CLXV . . . No. 57,071

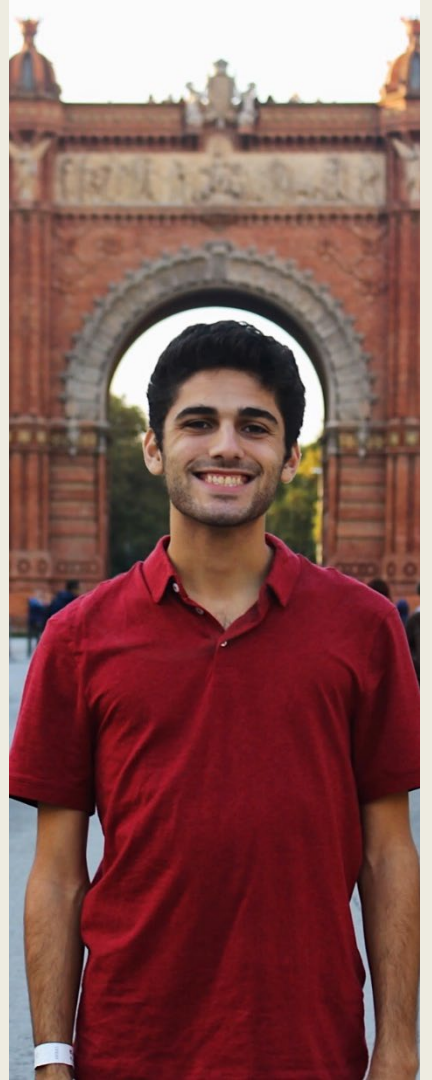
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SATURDAY, DECEMBER 5, 2015

F.B.I. IS TREATING RAMPAGE AS ACT OF TERRORISM

Travel During the COVID-19 Pandemic

- All travelers must be fully vaccinated, including booster.
- Do not travel if you are sick.
- Be clear about masking and quarantine guidelines.
- Encourage pre-departure PCR test.
- Carry rapid antigen tests.
- Understand testing and quarantine requirements to enter/exit country.
- Socially distance and avoid crowded places.



Pre-Departure Checklist

- Develop an itinerary that mitigates risk
- Establish your team and emergency plan
- Register the group in [MyTrips](#)
- Distribute International SOS number
- Collect student documents
- Conduct a pre-trip meeting to discuss health, safety and emergency procedures

Pre-Departure 1: Develop itinerary that mitigates risk

Pre-Departure
checklist

<input type="checkbox"/>	Develop Itinerary
<input type="checkbox"/>	Assemble Team & Emergency Plan
<input type="checkbox"/>	GAR (Global Activities Register)
<input type="checkbox"/>	ISOS
<input type="checkbox"/>	Collect Documents
<input type="checkbox"/>	Pre-Departure Mtgs.

- Penn International Travel Guidance
 - Student Health Service
 - International SOS
 - Department of State
 - Centers for Disease Control
- 
- A group of people, including students and staff, are working together to build a stone path in a wooded area. They are using bricks and stones to create a path through the forest. The scene is outdoors, with trees and foliage visible in the background.



HELPING PENN GO ABROAD

International Travel Guidance

[REGISTER YOUR PENN-AFFILIATED TRIP](#) >



How Can We Help?

Pre-Departure Checklist

Steps to prepare for upcoming Penn-affiliated travel abroad.

Travel Guidelines & Procedures

Review guidelines on the petition process for high-risk travel.

Register Your Trip

Register Penn-affiliated international travel to activate insurance coverage and stay connected to Penn resources while abroad.

Travel Essentials

Use these resources on Travel Health, Safety, and Logistics before

Travel Insurance

Students, faculty, staff, and post docs traveling on international Penn-

24/7 Assistance Abroad

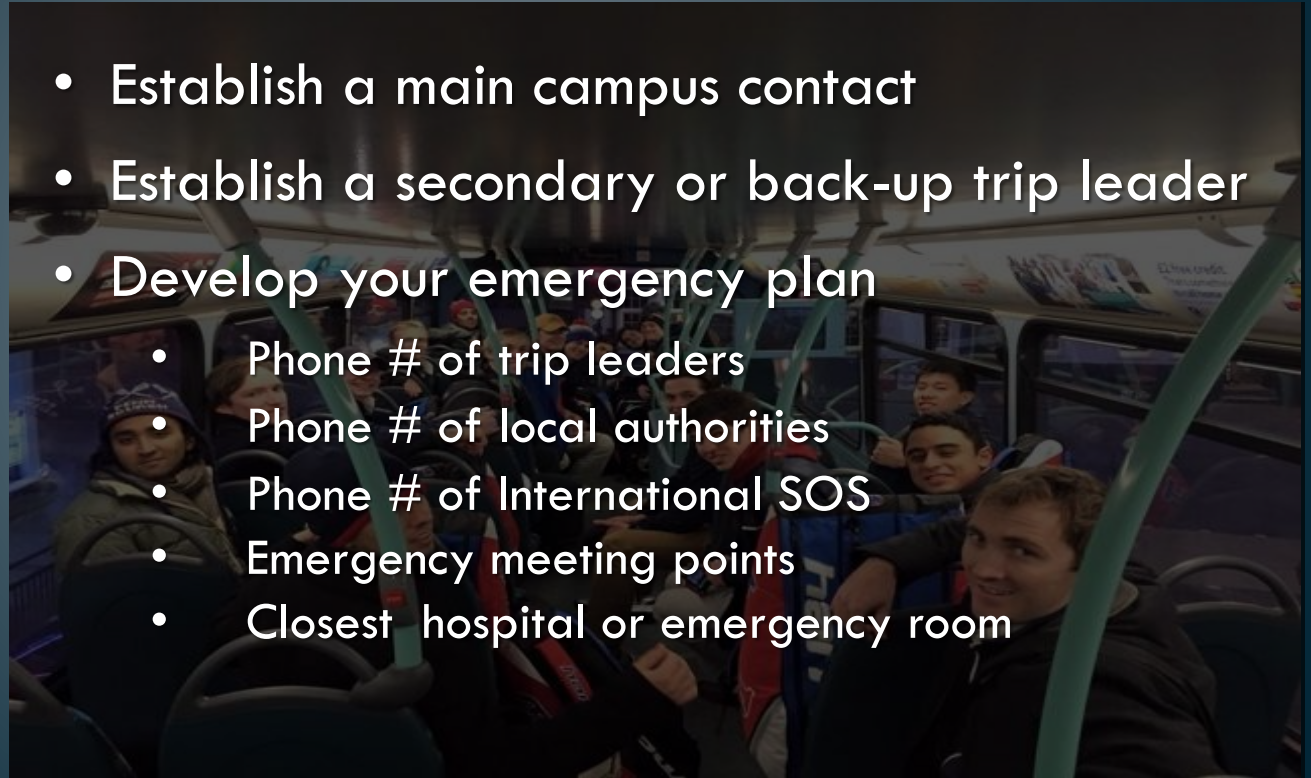
Discover how to get help while

Pre-Departure 2: Establish your team and emergency plan

Pre-Departure
checklist

<input checked="" type="checkbox"/>	Develop Itinerary
<input type="checkbox"/>	Assemble Team & Emergency Plan
<input type="checkbox"/>	GAR (Global Activities Register)
<input type="checkbox"/>	ISOS
<input type="checkbox"/>	Collect Documents
<input type="checkbox"/>	Pre-Departure Mtgs.

- Establish a main campus contact
- Establish a secondary or back-up trip leader
- Develop your emergency plan
 - Phone # of trip leaders
 - Phone # of local authorities
 - Phone # of International SOS
 - Emergency meeting points
 - Closest hospital or emergency room



Pre-Departure 3: Register group in MyTrips



Pre-Departure checklist

<input checked="" type="checkbox"/>	Develop Itinerary
<input checked="" type="checkbox"/>	Assemble Team & Emergency Plan
<input type="checkbox"/>	GAR (Global Activities Register)
<input type="checkbox"/>	ISOS
<input type="checkbox"/>	Collect Documents
<input type="checkbox"/>	Pre-Departure Mtgs.

- Contact travelers in an emergency
- Inform travelers of advisories/warnings
- Expedite response to crisis/natural disaster
- Pre-authorize travel insurance

Registration is mandatory for all international Penn-affiliated trips.

Pre-Departure 4: Distribute International SOS number

Pre-Departure checklist

<input checked="" type="checkbox"/>	Develop Itinerary
<input checked="" type="checkbox"/>	Assemble Team & Emergency Plan
<input checked="" type="checkbox"/>	GAR (Global Activies Register)
<input type="checkbox"/>	ISOS
<input type="checkbox"/>	Collect Documents
<input type="checkbox"/>	Pre-Departure Mtgs.

+1 215-942-8478

- Travel medical insurance
- Evacuation and repatriation insurance
- Medical consultation and referrals
- Security advice
- Lost passport or lost medication assistance
- Medical monitoring



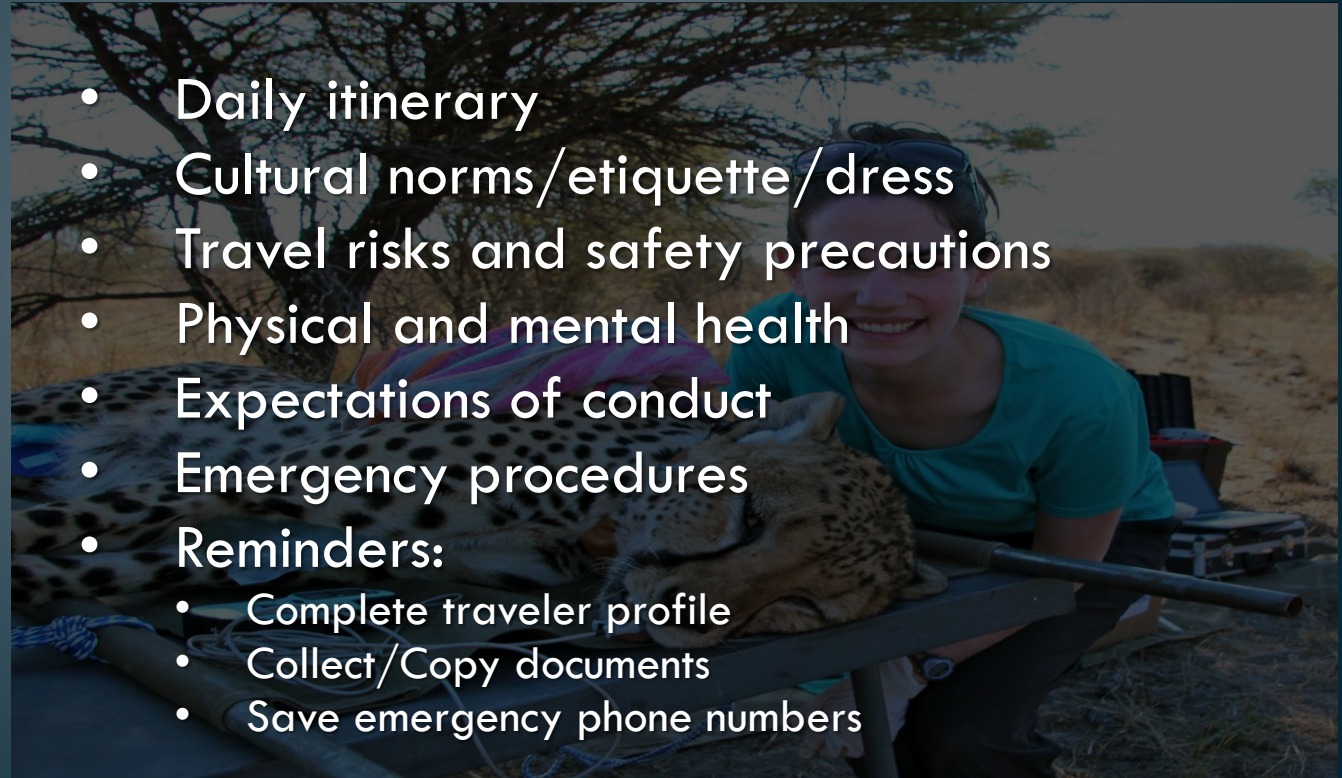
Pre-Departure 5: Collect/Copy Documents

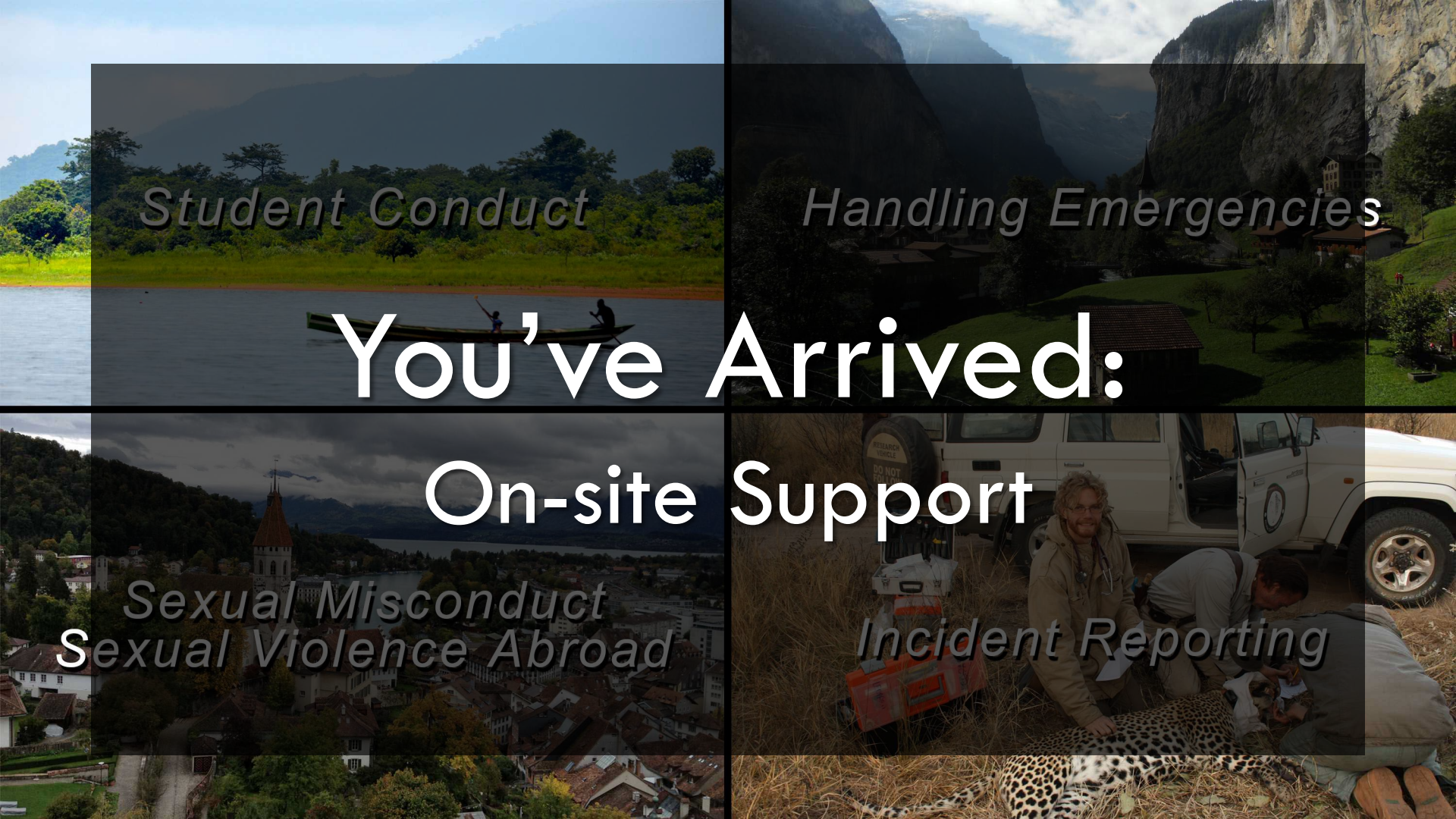
Pre-Departure
checklist

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- 
- Passports/visas
 - Liability forms
 - Health forms
 - CDC Vaccination Card

Pre-Departure 6: Conduct pre-departure meeting





Student Conduct

Handling Emergencies

You've Arrived:

On-site Support

Sexual Misconduct
Sexual Violence Abroad

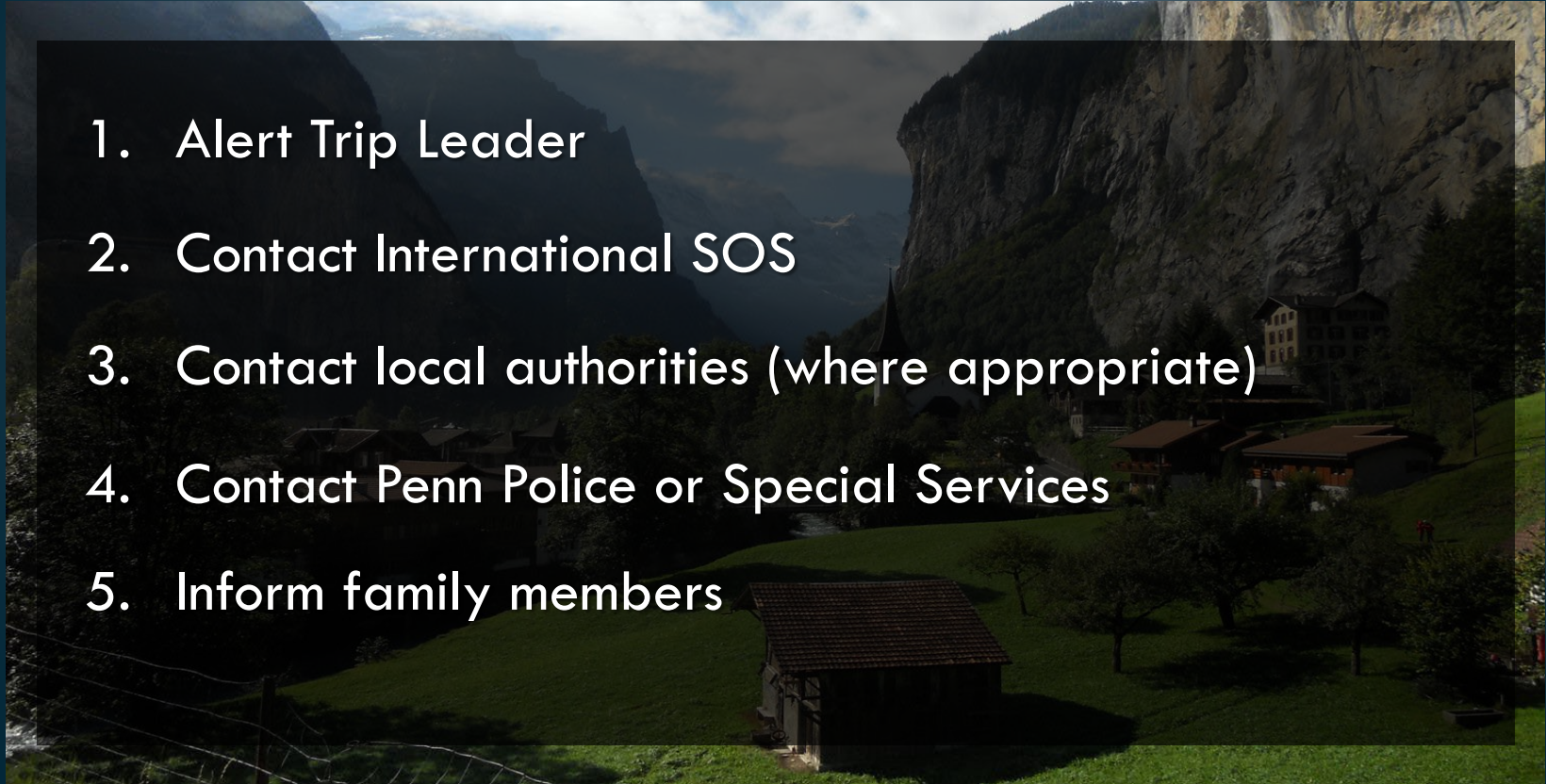
Incident Reporting

Conduct

- Local Law
 - Code of Academic Integrity
 - Code of Student Conduct
 - Principles of Responsible Conduct (faculty/staff)
- 
- A scenic landscape featuring a wide river in the foreground, a dense green forest along the banks, and misty mountains in the background. A small boat with two people is visible on the water. The image is overlaid with a semi-transparent dark box containing a list of conduct-related items.

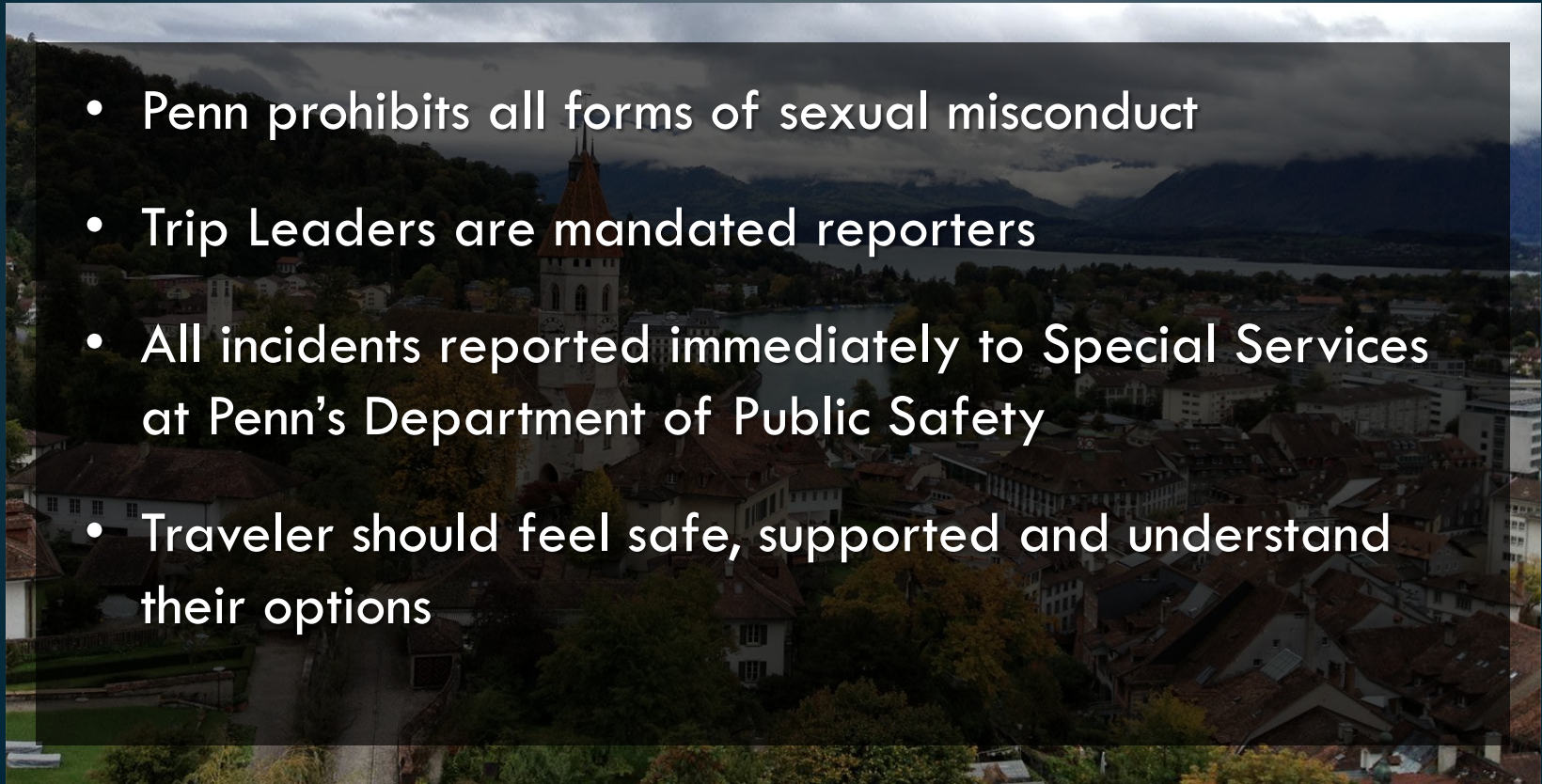
Handling Emergencies

1. Alert Trip Leader
2. Contact International SOS
3. Contact local authorities (where appropriate)
4. Contact Penn Police or Special Services
5. Inform family members



Sexual Misconduct Abroad

- Penn prohibits all forms of sexual misconduct
- Trip Leaders are mandated reporters
- All incidents reported immediately to Special Services at Penn's Department of Public Safety
- Traveler should feel safe, supported and understand their options



Expectations of Trip Leader Role

The background of the slide is a photograph of a traditional mud-brick building with several conical roofs. The building is made of light-colored mud and has dark wooden beams protruding from the walls. In the foreground, several people are sitting on the ground, and a child in a bright green skirt is walking on the right. The scene is set in a dry, dusty environment.

- Be familiar with risks specific to destination
- Carry a working cell phone and provide number to all travelers
- Be available 24/7 to travelers in case of emergency
- Serve as on-site support in the event of emergency
- Report all incidents to ISOS/Penn

A woman with long dark hair, wearing a bright red jacket, is sitting in a boat on a calm body of water. In the background, there are dark, silhouetted mountains under a cloudy sky. The overall scene is dimly lit, suggesting dusk or dawn.

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<https://global.upenn.edu/travel-guidance>

Bon Voyage

Maligayang Paglalakbay

安全旅行

Buen Viaje

Safari Njema

Safe Travels

좋은 여행 되세요

Ασφαλή ταξίδια

Gute Reise

Buon Viaggio

International Incidents

Worldwide	COVID	<ul style="list-style-type: none">• Evacuation/Repatriation• Quarantined Travelers• Sick travelers
Afghanistan	Security Evacuation	Student
United Kingdom	Medical Evacuation	Faculty
Spain	Mental Health Emergency	Student
Chile	Passport stolen; stranded 2 months!	Student
Tanzania	Unsafe Hotel; Mental Health repatriation	Student Group
Spain	Arrest	Student
Bahrain	Death of trip leader	Faculty