

International Risk Management Plan for University Sponsored Student Travel

NOTE: *The purpose of this International Risk Management Plan is to ensure that the traveler is fully aware of the nature of the risks and potential impact(s) associated with their journey, equip them with strategies to mitigate these risks effectively, and provide essential contact details for emergency situations. Your safety and well-being are of utmost importance to us, especially when you embark on educational or research trips to different destinations.*

*Note, this is **your plan**, so you need to make it relevant to **your trip**. Please complete the Risk Management Plan carefully and make sure that you understand the contents before commencing your travel.*

Should you have any questions, please contact Northwestern Qatar HSSE hsse@qatar.northwestern.edu

Your Name:	
Date of Trip:	
Name of Trip:	
Name of Academic Department / Student Group:	
Student Leader Information Name: Email: Cell Phone:	
Purpose of Trip:	
Travel Dates & Destinations:	
Address(es) of ALL Overnight Accommodations: <i>If exact location unknown, please state town or city and add accommodation detail later.</i>	
NU-Q Adviser Information Name: Email: Office Phone: Cell Phone:	

I. Risks/Response — Conditions and possible events that may present a threat to the health, safety or security to participants, as well as response actions if the risk occurs. Suggested web sources include the [Global Rescue GRID](#) web site. For first time log-in: contact hsse@qatar.northwestern.edu

II., Centers for Disease Control and Prevention Travelers’ Health Site, U.S, Department of State Country Information Sheets, OSAC Crime and Safety Reports (NU-Q HSSE), international news websites, relevant faculty, or staff as well as on-site contacts.

Risk Impact Rating & Required Actions

Low	Moderate	High
Unlikely to require specific application of resources; manage by routine procedures. Monitor and review.	Unlikely to seriously impact a student's participation or threaten the efficiency or effectiveness of the program. Manage by specific monitoring or response procedures. Protocols, staffing solutions, and training plans to be developed and implemented by a concerted effort between students, administrators, program staff, etc.	Likely to seriously impact students and cause serious damage, disruption, and diversion of management attention for an extended length of time. Senior management attention/cooperation of NU offices needed, and management responsibility specified.

Note that not all risks are applicable to all locations. In such cases tick 'N/A'

Below is a list of potential risks you may need to consider before your trip. You should rate each risk as Not/Applicable, Low, Medium, or High. You can find additional information on this in the Global Rescue GRID Application under 'Destination Report'. You should record how you will mitigate each of these risks. Please refer to the examples below and answer based on **your own destination, activities, and risk**. List your emergency contacts, insurance company contact, research the nearest medical facilities, and your embassy / consulate. Finally, if you are impacted by any of these risks, what will be your response or action? If you have any questions, please contact hsse@qatar.northwestern.edu

Description of Risk as Applicable	Please rate the Severity of Risk	Record How You Will Mitigate Risk	Record your Response Plans If impacted By This Risk
Health Risks Example: When travelling to the listed destination, routine vaccines for preventable diseases, such as (MMR) measles/mumps/rubella diphtheria/pertussis/tetanus (DPT) vaccine, chickenpox (or varicella), poliovirus vaccine, etc. are recommended for all travelers.	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	<i>Example: I will ensure I am up to date on routine vaccines before this trip.</i>	<i>Example: If I get sick, I will go to the nearest pharmacy, go to my apartment, and take my medication. I will inform my advisor at my placement / NU-Q. I can contact Global rescue for medical advice.</i>
Crime Risk Example: At my destination, petty theft and pickpocketing are common and tend to be opportunistic in nature in public and touristic areas. Gun-related violence, mugging and robbery cases have risen over recent years.	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	<i>Example: I will make sure to not go out late at night. I will avoid overt displays of wealth and carry handbags on the opposite side from passing traffic to reduce the risk of thieves on motorcycles trying to snatch them.</i>	<i>Example: I will make sure to avoid trying to cause violence. I will not respond if being harassed.</i>
Description of Risk as Applicable	Severity of Risk	How You Will Mitigate Risk	Response Plans If Impacted By This Risk

Political Unrest Risk Example: Demonstrations are not uncommon in this location but are usually peaceful and well organized. Race-related crimes, often carried out by far-right or extremist groups, have increasingly been reported.	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Example: I will not attend political protests. The political violence risk is rather moderate at this destination. However, there are regular protests organized. I will make sure to avoid such gatherings.	Example: I will not respond to the people. I will walk as fast as I can to get out of the area. In emergency cases, I will call the police.
Terrorism or War Risk Example: My destination's international terrorism threat level is currently assessed as moderate, and the risk of an attack is listed as likely.	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Example: I will make sure I receive notifications on breaking news via the Global Rescue App so I could be always updated. I will maintain awareness and make sure to notice if anything does not look regular.	Example: In case of an emergency, I will stay safe and call the authorities. I will also call my family and my trip advisor to tell them I'm at the certain place and keep them informed.
Natural Disaster Risk Example: This region has a history of typhoons	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Example: I will make sure to stay indoors if I receive any serious storm weather alerts.	Example: I will stay safe at home and keep my family and trip advisor / focal point updated.
Environmental Conditions Example: Access to potable water, sanitation facilities, etc.	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Example: I will only drink bottled water, and always keep hand-wash with me	Example: I will seek medical advice if I am sick / contact Global Rescue
Description of Risk as Applicable	Severity of Risk	How You Will Mitigate Risk	Response Plans If Impacted By This Risk
Transportation/Road Safety Risk Examples: Road Traffic accidents are commonplace in this location.	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Example: I will only use the designated cabs. They are categorized as safe. I will travel with someone to increase safety. I will wear a seatbelt.	Example: I will call my family and trip advisor to inform them. I will call Global Rescue
Housing Conditions and Security Measures Risk	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Example: My housing is secured. I am staying with family. I will avoid visiting unnecessary areas. I will be designated driver / approved cab between my apartment, work, and public areas.	Example: I will raise any accommodation safety or security risks to my trip advisor / sponsoring organization.
Working Conditions Risk (related to service or volunteer programs)	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Example: I will not volunteer, or I will follow the rules guidelines provided by the volunteer organization	Example: I will not volunteer, or I will report any issues to my trip advisor
Cultural Differences Risk Example: Attitudes towards females, ethnic or religious minorities, LGBTQ individuals, etc.)	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Example: I will respect all cultures and make sure to not judge anyone based on race, culture, gender, or religion.	Example: In case of being attacked verbally, I will avoid the person and make sure to go a different way.
Considerations for Individuals with Disabilities or Other Special Needs	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Example: I will respect all individuals with special needs, or I will inform the organization of my own special needs/accommodations	Example: I will report any accommodation issues to my trip advisor.

Description of Risk as Applicable	Severity of Risk	How You Will Mitigate Risk	Response Plans If Impacted By This Risk
Other risks	<input type="checkbox"/> N/A <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High		

I. Emergency Contacts and Resources at Your Destination

Project Director or Other On-Site Contact #1 Name: Title: Telephone: Email:	<i>Enter details here.</i>
Project Director or Other On-Site Contact #2 Name: Title: Telephone: Email:	<i>Enter details here.</i>
Northwestern University in Qatar Contact #1 Name: Title: Telephone: Email:	<i>Enter full details of Program Director or your NU-Q liaison here.</i>
Northwestern University in Qatar Contact #2 Name: Title: Telephone: Email:	Jabin Mohamed HSSE Specialist +974 4454 5248 mohamed.jabin@northwestern.edu
Local Emergency Services (999 equivalent):	
Global Rescue Website: Phone Number:	https://grid.globalrescue.com +1-617-459-4200
Note: Have you downloaded the Global Rescue GRID Application?	<input type="checkbox"/> No <input type="checkbox"/> Yes – If yes, please test by sending a GPS position
Health Insurance Information Insurance Carrier Name: Policy Number: International Phone Number: Email:	<i>Enter details here.</i>
Home Country Embassy or Consulate Address: Telephone: Email: Hours:	<i>Enter details here.</i>
Qatar Embassy or Consulate Address: Telephone: Email: Hours:	<i>Enter details here.</i>

ER Hospital or Clinic Hospital or Clinic Name: Address: Telephone:	<i>Enter details here.</i>
Routine Health Care Clinic/Office Clinic/Hospital/Office Name: Address: Telephone: Email:	<i>Enter details here.</i>
Counseling/Mental Health Clinic Clinic/Office Name: Address: Telephone:	<i>Enter details here.</i>
Pharmacy Pharmacy Name: Address: Telephone:	<i>Enter details here.</i>
Bank or ATM Bank Name: Address: Hours:	<i>Enter details here.</i>
<i>Add more rows with contacts as necessary</i>	
<i>Have you downloaded Global Rescue GRID Application</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes – If yes, please test by sending a GPS position

Declaration:

By signing this document, as the travel risk assessor you are confirming you:

- Are satisfied that the risk of travel has been identified and appropriately controlled.
- Have Completed the Canvas international travel course.
- All information and responses given are true and accurate to the best of my knowledge and belief.

Student's Name (Print): _____

Signature: _____