



**NORTHWESTERN  
UNIVERSITY  
IN QATAR**

**International Risk Management Plan  
for University Sponsored Student Travel**

<b>Name of Academic Department / Student Group:</b>	Journalism Program
<b>Student Leader Information</b> Name: Email: Cell Phone:	Jane Doe <a href="mailto:janedoe123@u.northwestern.edu">janedoe123@u.northwestern.edu</a> +974 3123 4567
<b>Purpose of Trip:</b>	Journalism Residency
<b>Travel Dates &amp; Destinations:</b>	March 1 <sup>st</sup> 2018 - April 27 <sup>th</sup> , 2018 ABC Company London
<b>Address(es) of ALL Overnight Accommodations:</b>	1 Broadway Ave, London SW1A 1RL, UK
<b>NU-Q Adviser Information</b> Name: Email: Office Phone: Cell Phone:	Mary Smith <a href="mailto:marysmith123@northwestern.edu">marysmith123@northwestern.edu</a> +974 4454 0123

**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 (first time log-in: contact [katia.zurita@northwestern.edu](mailto:katia.zurita@northwestern.edu)), Centers for Disease Control and Prevention Travelers’ Health Site, U.S, Department of State Country Information Sheets, OSAC Crime and Safety Reports (obtain from Business and Finance), international news websites, relevant faculty or staff as well as on-site contacts.

**NOTE THAT NOT ALL RISKS ARE APPLICABLE TO ALL LOCATIONS.  
IN SUCH CASES, WRITE “NA”.**

**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.

<b>Description of Risk as Applicable</b>	<b>Severity of Risk</b>	<b>How You Will Mitigate Risk</b>	<b>Response Plans If Impacted By This Risk</b>
<b>Health Risks</b> Routine vaccines for preventable diseases, such as measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, chickenpox (or varicella), poliovirus vaccine, etc. are recommended for all travelers.	Low	Make sure you are up-to-date on routine vaccines before every trip. These vaccines include measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and your yearly flu shot.	If I get sick I will go to the nearest pharmacy, go to my apartment and take my medication. I will inform my advisor in London.
<b>Crime</b> 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 also rose since 2017.	Moderate	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 will make sure to avoid trying to cause violence. I will not respond if being harassed.
<b>Potential for Political Unrest</b> Demonstrations are not uncommon, but are usually peaceful and well organized and race-related crimes, often carried out by far-right or extremist groups, have increasingly been reported.	Moderate	I will not attend political protests. The political violence risk is rather moderate in London. However, there are regular protests organized. I will make sure to avoid such gatherings.	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.
<b>Terrorism or War</b> The UK's international terrorism threat level is currently assessed as 'severe', meaning an attack is highly likely.	High	I will make sure I receive notifications on breaking news in London so I could be always updated. I will maintain awareness and make sure to notice if anything does not look regular. I will ask any nearby person about what is going on, in case there is.	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 him informed.
<b>Environmental Conditions (ex. potential for a natural disaster)</b>	Low	I will make sure to stay indoors most of the time.	I will stay safe at home and keep inform my family and trip advisor.
<b>Environmental Conditions (ex. access to potable water, sanitation facilities, etc.)</b>	Low	I will not swim in public pools at all.	I will go to the hospital.
<b>Transportation/Road Conditions/Safety</b>	Low	I will use the designated cabs in London. They are categorized as safe in London. I will travel with someone to increase safety.	I will call the authorities to calm the situation. I will also call my family and trip advisor to inform them.
<b>Housing Conditions and Security Measures</b>	Low	My housing is secured. I will avoid visiting unnecessary areas. I will be mobilizing between my apartment, work and public areas.	I will make sure to not be at a place that is not secured with security guards and cameras
<b>Working Conditions (related to service or volunteer programs)</b>	Low	I will not volunteer.	I will not volunteer.
<b>Cultural Differences (ex. attitudes towards females, ethnic or religious minorities, LGBTQ individuals, etc.)</b>	Moderate	I will respect all cultures and make sure to not judge anyone based on race, culture, gender or religion.	In case of being attacked verbally, I will avoid the person and make sure to go a different way.

Description of Risk as Applicable	Severity of Risk	How You Will Mitigate Risk	Response Plans If Impacted By This Risk
Considerations for Individuals with Disabilities or Other Special Needs	NA	NA	NA
Other Risks	NA	NA	NA

## II. Emergency Contacts and Resources at Your Destination

<b>Project Director or Other On-Site Contact #1</b>	Name: Abraham Jones Title: ABC Editor Telephone: +441112223334 Email: Abrahamjones123@abc.uk
<b>Project Director or Other On-Site Contact #2</b>	Name: Title: Telephone: Email:
<b>Northwestern University in Qatar Contact #1</b>	Name: Mary Dedinsky Title: Head of Journalism Department Telephone: +974 6602 0784 Email: m-dedinsky@northwestern.edu
<b>Northwestern University in Qatar Contact #2</b>	Name: Erin Bishop Title: Program Administrator Telephone: +974 4554 5123 Email: erin.bishop@northwestern.edu
<b>Local Emergency Services (999 equivalent):</b>	999 or 112
<b>Global Rescue</b>	Website: <a href="https://grid.globalrescue.com">https://grid.globalrescue.com</a> Phone Number: +1-617-459-4200
<b>Health Insurance Information</b>	Insurance Carrier Name: Axa Insurance Policy Number: 123456 International Phone Number: +44 1 892 556767 Email:
<b>Home Country Embassy or Consulate</b>	Address: 1 S Audley St, Mayfair London, W1K, 1NB, UK Telephone: +442074932200 Email: London@mofa.gov.qa Hours:
<b>Qatar Embassy or Consulate</b>	Address: 1 S Audley St, Mayfair London, W1K 1NB, UK Telephone: <a href="tel:+442074932200">+44 20 7493 2200</a> Email: London@mofa.gov.qa Hours: 9:00 a.m. – 5:00 p.m.
<b>ER Hospital or Clinic</b>	Hospital or Clinic Name: St. Thomas Hospital Address: Westmenister Bridge Rd, Lambeth, London SE1 Telephone: 7EH, UK
<b>Routine Health Care Clinic/Office</b>	NA Clinic/Hospital/Office Name: Address: Telephone: Email:

<p><b>Counseling/Mental Health Clinic</b>  Clinic/Office Name:  Address:  Telephone:</p>	<p>Kelly Watkibs BSc Hons, MSc, PG Dip, BABCP  Accerd.  London SE1 &amp;Upminster RM 14  004407530591416</p>
<p><b>Pharmacy</b>  Pharmacy Name:  Address:  Telephone:</p>	
<p><b>Bank or ATM</b>  Bank Name:  Address:  Hours:</p>	<p>OBTAIN FROM TOUR PROVIDER OR  ACCOMODATIONS PROVIDER</p>
<p><b><i>Add more rows with contacts as necessary</i></b></p>	