



TRIP NAME: _____

TRIP LEADER NAME: _____

DESTINATION(S): _____

DATES OF TRAVEL: _____

DEVELOP A COMMUNICATIONS PLAN

- Maintain a list of contact information for all trip participants. This list should be easily accessible at all times, and phone numbers should be programmed into your cell phone if possible. Test this list upon arrival and at least once during your trip. Page 2 contains a table for this information.
- Ensure all participants (including you) have the following emergency contact numbers easily accessible at all times and programmed into their cell phones if possible:
 - Your (the trip leader’s) phone number: _____
 - Harvard Travel Assist: +1 617-998-0000
 - Local emergency services (the local version of “911”): _____
 - U.S. Embassy (or other relevant embassy): _____
- As trip leader, you should also have the following Harvard emergency numbers:
 - Operations Center (to reach the International Emergency Management Team): +1 617-495-5560
 - Specific School Emergency Contact: _____

REPORT ALL INCIDENTS

- Immediately contact Harvard Travel Assist (+1 617-998-0000) in the following cases, even if the traveler is already getting help:
 - New or worsened illness or injury that calls for attention of a medical professional
 - Arrest or detention of a Harvard affiliate
 - Violence against a Harvard affiliate
 - Missing Harvard affiliate
 Trip leaders and participants may also contact Harvard Travel Assist for guidance any time they want help with a medical issue.
- After the fact, report all overseas incidents to Global Support Services, or follow your School’s incident reporting procedure. Instructions are available on our website: traveltools.harvard.edu. Reportable incidents include illnesses, injuries, crimes of all kinds, missing persons, harassment, property damage, and natural disaster.

ENSURE INFORMATION IS UPDATED IN THE HARVARD TRAVEL REGISTRY

- Remind travelers to update the Harvard Travel Registry (travelregistry.harvard.edu) with their contact information, such as a local cell phone and home-country contact, and itineraries. Travelers should also enter any side trips, whether they are individual or group trips, in the Registry. Global Support Services can provide safety recommendations for such trips if requested. E-mail globalsupport@harvard.edu or visit globalsupport.harvard.edu.

