**Emergency Contacts**

Virginia Tech Police Department (non-emergency, 24/7 coverage)
540-231-6411

Global Safety and Risk Management (24/7 coverage)
Randy Penson
540-750-5747
VTGlobalSafety@vt.edu or rpenson@vt.edu

AXA Assistance (Cultural Insurance Services International’s contracted support team)
312-935-1703 (collect)
medassist-usa@axa-assistance.us

American Citizens Services and Crisis Management (outside the U.S.)
1-202-501-4444

**Top 10 Global Safety Tips**

All travelers are encouraged to find more tips at:
www.globaleducation.vt.edu/GlobalSafety/Safety-advice.html

1. Never go abroad without enrolling in the mandatory Virginia Tech medical and security assistance insurance policy with Cultural Insurance Services International (CISI) for duration of the university-related portion of the travel (not for personal travel). Dependents and guests traveling must also be covered.


3. Know the 911 equivalent of your destination for fire, police, and ambulance and program it into your phone.

4. Ensure passport is valid at least 6 months after projected return date of travel.

5. Keep open communication with Virginia Tech (cellphone, email, text, etc.) - check daily.

6. Obtain or update required/recommended immunizations early enough before departure to take effect.

7. Conduct your own due diligence by researching your destination using the helpful links provided on the Global Education Office’s website under Global Safety - Quicklinks.

8. Check-in with Virginia Tech to confirm your safety after an incident near your destination (a simple “I’m okay” to VTGlobalTravel@vt.edu or rpenson@vt.edu will suffice).

9. Program the emergency contacts listed on this handout into your phone and/or keep on your person. Also include the contact information for the US Embassy of your destination.

10. Tell your bank, credit card company, and doctor that you are going abroad.

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**Global Safety Resources**

The Global Safety section of the Global Education Office website offers links to various resources including:

**Virginia Tech Resources**
- Global Travel Policy 1070
- Virginia Tech Police Department
- Global Education Office
- VT Engage
- Office of Export and Secure Research Compliance
- U.S. Immigration Actions
- Equity and Access (Title IX)
- Schiffert Health Center
- Occupational Health Group
- Cook Counseling Center
- Women’s Center
- Student Affairs
- Dean of Students
- Services for Students with Disabilities
- Student Conduct

**Additional Resources:**
- Cultural Insurance Services International (CISI)
- U.S. Department of State Resources
- 911 Equivalent
- U.K. Travel Advice
- Canada Travel Advice
- Australia Smartraveller
- New Zealand Safetravel
- U.S. Embassies, Consulate and Diplomatic Missions
- Overseas Security Advisory Council (OSAC)
- US Per Diem Rates
- Centers for Disease Control and Prevention (CDC) plus Mobile Apps
- World Health Organization (WHO)
- CIA World Factbook
- International Resource Center
- Lonely Planet
- U.S. Library of Congress Country Studies
- U.S. Customs and Border Protection’s Global Entry

www.globaleducation.vt.edu/GlobalSafety/quicklinks.html
Global Travel Categories and Steps

**Employees Traveling Abroad**
Notification through Travel Authorization (TA) process

**Step 1** Obtain approval of TA at least two weeks prior to departure, or for short-notice travel, email Randy Penson at rpenson@vt.edu.

**Step 2** Receipt of Global Education Office email with current guidance.

**Step 3** Read and adhere to emailed guidance (enroll in CISI, register in STEP, provide emergency contacts, identify other travelers, etc.).

**Step 4** Inform rpenson@vt.edu of any changes and check-in after incidents.

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**Faculty-Led Group for Credit**
Faculty/staff leading students abroad (>1 student); study abroad, research, field-trip, etc. (any trip w/course attached)

**Step 1** Notify Rachel Fitzgerald (Global Education Office) at rfitz@vt.edu to discuss program.

**Step 2** Complete and follow guidance of VT Global Travel Assessment (deadlines are October 15 for summer/fall programs; March 15 for winter/spring).

**Step 3** Provide required information to produce emergency contact cards 30 days prior to departure.

**Step 4** Upload accurate CISI and Clery Act spreadsheets to the faculty leader’s folder in the Global Education Google Drive 30 days prior to departure.

**Step 5** Inform rpenson@vt.edu of any changes and check-in after incidents.

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**Group Travel Non-Credit**
Faculty/staff leading students abroad (>9 students); service-learning, competitions, recruiting, conferences, research, continuing education, etc.

**Step 1** Notify Eliza Wethey (VT Engage) at elizaw8@vt.edu to discuss. For groups of 9 or less students, contact Randy Penson at rpenson@vt.edu to discuss guidance.

**Step 2** Complete and follow guidance of the VT Global Travel Assessment (conference and competitions three months prior; all others 6 months prior).

**Step 3** Submit information for emergency contact cards 30 days prior to departure; ensure participants self-enroll in CISI, then send confirmation to Eliza Wethey.

**Step 4** Submit Liability form; ensure participants register in STEP.

**Step 5** Inform rpenson@vt.edu of any changes and check-in after incidents.

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**Individual Student Abroad**
Students traveling alone or with 9 or less students for study abroad, internships, research, conference, competition, etc.; Does not apply to groups traveling with a Registered Student Organization (RSO).

**Step 1** Programs for academic credit, notify Marielle Wijnands (Global Education Office) at marielle@vt.edu to discuss (must complete all GEO requirements prior to departure).

**Step 2** Complete and follow guidance of VT Global Travel Assessment (deadlines are October 15 for winter/spring programs; March 31 for summer/fall); Find VT-GTA on www.globaleducation.vt.edu/GlobalSafety/policies-plans-globalsafety.html.

**Step 3** Inform rpenson@vt.edu of any changes and check-in after incidents.