

**SAFE TRAVEL ADVICE**

1. The Scenario Planning advice on following pages may also be useful to staff and students travelling on work business.

Annexes:

- A. Advice on Scenario Planning
- B. List of potential hazards

<b>Author:</b>	Executive Administrator (DCM)	<b>Approval Committee:</b>	
<b>Consultees:</b>			
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**Version Control Record** (*expand table as required*)

<b>Date</b>	<b>Revision Description</b>	<b>Major Changes</b>
20/01/2021	Published version	
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## **SCENARIO PLANNING**

1. This section sketches out some scenarios that may be expected to occur while travelling abroad in order to help the traveller plan for contingencies. In all cases the following are advised:
  - a. Check with FCO for local advice for the country / region being visited.
  - b. Check with a public health agency for advice on immunisation.
  - c. Identify where the local national representation (Embassy, Consulate etc) is based and how to contact them by 'phone and email.
  - d. Identify which carriers operate the routes being travelled in case of flight cancellation.
  - e. Acquire currency for the country being visited and any transit destinations.
2. **Loss of travel documents / passport.** Consider how to secure originals and obtain duplicate travel tickets, visas and a passport copy in the event that the originals are lost or stolen. In the worst case the traveller may have lost their 'phone and cash at the same time. Consider how to lodge copies with a friend at home, whose number is memorised, and who could scan and email copies to an address for collection AND / OR post copies on a cloud server AND / OR keep copies with a companion or in hold baggage. It is advised to establish the 'phone number and address of your nation's embassy / consulate / mission in the countries that you are to visit.
3. **Cash and Cards.** Establish whether your credit card is widely accepted in the destination country. In emergency is there a credit Union for transfer of funds. Who would provide these funds. Will cash be required on arrival if arriving outside business hours. Is that available at the airport at the time of arrival or should it be sourced before departure. Who, in the UK, could cancel your cards if they were stolen or mislaid.
4. **Sudden onset of severe illness or injury which renders the traveller immobile.** Travel insurance will be required to avoid substantial bills. Travel insurance may be invalid if existing conditions were not declared. Companions will need to know which company is providing insurance and how to contact them. A decision will be required about how to inform the next of kin and what they should be told. The traveller will need to be taken to primary medical care, cash or credit may be required up-front to pay for care, even if insured.
5. **Civil disturbance in the destination country.** Consider how to identify which areas will be safest and how to get there. Identify triggers that would force the cancellation of the journey or abandoning it if already there. Consider how effective the planned activity will be given the disturbance. Consider what overland departure options are suitable if caught up in civil disturbance. Would a Visa be required to transit to this third country.
6. **Inclement weather / natural disasters.** Predictions for storms or natural disasters which might make local travel impossible or difficult and which might render the trip unachievable. Where does accurate weather advice come from. How do airlines communicate their contingency plans. What would you do if stuck for a few days or a week.
7. **Applying first aid.** Medical students may encounter a situation where either they or those around them expect to apply first aid. To avoid the risk of acquiring infection it would be prudent to carry gloves and antibacterial hand gel to be used when contamination is a possibility. Students should acquire these supplies before travelling; the clinical skills centre will be able to advise or supply. Students or staff who sustain a needlestick injury should contact a local hospital for Post Exposure Prophylaxis.

## **TRAVEL ABROAD - LIST OF POTENTIAL HAZARDS**

This is not an exhaustive list hazards, conventions or control measures. It is not intended to relieve the traveller for thinking through the hazards that may affect them.

	<b>List of potential hazards</b>	<b>Possible normal conventions / control measures</b>
<b>Political</b>	<ul style="list-style-type: none"> <li>• civil unrest or industrial action may affect travel, both destination and stop-over locations</li> <li>• economic instability may result in strikes or currency devaluation</li> <li>• terrorism that may create unsafe areas</li> </ul>	<ul style="list-style-type: none"> <li>• take advice from the FCO before travelling</li> <li>• carry a reserve of cash</li> <li>• contemplate alternative travel plans</li> <li>• confirm that travel insurance is valid for this place at this time</li> <li>• contemplate a last minute 'go / no go' decision</li> </ul>
<b>Health</b>	<ul style="list-style-type: none"> <li>• the standard of local food / drink / water</li> <li>• dangerous animals</li> <li>• insect borne disease; malaria, rabies etc</li> </ul>	<ul style="list-style-type: none"> <li>• carry a 1<sup>st</sup> aid kit and a personal protection kit (see Appendix D)</li> <li>• use insect repellent / nets</li> <li>• identify primary health care establishments</li> <li>• take out health insurance</li> <li>• have an inoculation check pre-journey</li> <li>• carry appropriate prophylactic (begin course before leaving home)</li> <li>• use barrier contraception</li> </ul>
<b>Travel and transport</b>	<ul style="list-style-type: none"> <li>• getting lost</li> <li>• unsafe vehicles (eg; no seatbelts)</li> <li>• lost travel documents</li> <li>• lost luggage</li> </ul>	<ul style="list-style-type: none"> <li>• consider the relative safety / cost dynamic of using public transport or a self-drive hired vehicle or a contracted driver.</li> <li>• scan documents into cloud storage (ie dropbox). Leave copies at home with a reliable person. Keep copies of key documents in luggage.</li> <li>• make and carry a list of emergency contacts and phone numbers</li> <li>• spend the first night in accommodation close to the airport to make it easier to reunite with lost luggage.</li> <li>• establish name of contact for breakdown.</li> <li>• establish where fuel is available</li> </ul>
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• dangerous locality / prevalence of crime</li> <li>• state of repair of accommodation (fire risk).</li> </ul>	<ul style="list-style-type: none"> <li>• confirm location of fire exists. Smoking ban in wooden buildings</li> <li>• ensure that accommodation is secure enough.</li> </ul>
<b>Personal security / safety</b>	<ul style="list-style-type: none"> <li>• security of valuables (IT / credit cards / passports / travel documents / cash)</li> <li>• risk of personal injury from assault / mugging / aggravated theft</li> </ul>	<ul style="list-style-type: none"> <li>• Consider whether travel alone is acceptable and whether travel after dark should be limited to groups</li> <li>• copies of passports and travel documents stored separately</li> <li>• copies of emergency contacts kept separately</li> <li>• have an easy method of cancelling stolen credit cards.</li> <li>• do not carry all cards and cash together</li> </ul>