

**SAFETY AND LIABILITY CHECKLIST  
FOR PROGRAM COORDINATOR**

<p>Prior to Program Departure</p>	<p>To be filed with the Office of _____ prior to departure:</p> <p><input type="checkbox"/> A detailed Program Itinerary that includes dates for program locations, travel plans and means, day and night contact information for each place</p> <p><input type="checkbox"/> List of all participants on trip (including staff)--full names, two emergency contacts for each (with name, phone, relationship), passport number, social security numbers and date of birth of each participant</p> <p><input type="checkbox"/> A detailed Emergency Action Plan Identify the resources at the program site that will be used in case of an emergency, and train participants, staff and host families in emergency procedures (pre-departure orientation and on-site), and develop communication plan to be used by participants in case of an emergency (ex. telephone tree). The program coordinator should identify, and know how to communicate with, other resources in a time of crisis, including:</p> <ul style="list-style-type: none"> <li>• Airport authorities and travel agents</li> <li>• Telephone and other utility companies</li> <li>• Hospitals, clinics, trauma facilities and a comprehensive list of health and counseling professionals</li> <li>• International Red Cross Offices</li> <li>• US Embassy or Consulate, and pertinent embassies and consulates for all participants of the program</li> <li>• Other US study abroad programs/organizations operating at same location</li> <li>• Volunteer agencies</li> <li>• _____ staff</li> <li>• Insurance providers</li> </ul> <p><input type="checkbox"/> The On-Site Emergency Contact Information Form Define the chain of command and decision-making process in an emergency during the program. Begin with on-site considerations and personnel. Who will be contacted first? What if that person is not available? Who will be contacted second? Use titles rather than personal names. It is important to define the chain of command and decision-making process in case of an emergency. The functions and responsibilities of each staff member should be clearly defined.</p> <p>In addition, the Program Coordinator should</p> <p><input type="checkbox"/> Create a card for each participant and staff and in the host country language that indicates specific contact information and phone numbers in case of an emergency (Program Coordinator, U.S. Embassy, etc.)</p>
-----------------------------------	---

<p>Documents obtained from Program Participants Prior to Departure</p>	<p>All program participants must submit the following documents prior to the beginning of the program:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participant Agreement and Release Form</li> <li><input type="checkbox"/> Personal Data Form</li> <li><input type="checkbox"/> Authorization of Medical or Surgical Consultation/Treatment</li> <li><input type="checkbox"/> Health Information Form Self-Disclosure and/or Physician's Health Assessment</li> <li><input type="checkbox"/> Proof of health insurance coverage. Property and personal liability coverage is also highly recommended.</li> <li><input type="checkbox"/> Copy of passport photo page with passport number and expiration date</li> <li><input type="checkbox"/> Supplemental Travel Insurance which includes coverage for medical evacuation and repatriation (recommended that the cost be included in program fee for all participants).</li> <li><input type="checkbox"/> Proof of required inoculations, if applicable</li> </ul>
<p>On site actions for risk reduction:</p>	<p>The Program Coordinator should:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide to the U.S. Embassy in the host country a copy of (1) the On-Site Emergency Contact Information Form, (2) complete travel itinerary and (3) a complete list of all participants and staff.</li> <li><input type="checkbox"/> Insure that each participant and staff carries a card in the host country language that indicates emergency contact information.</li> <li><input type="checkbox"/> Complete detailed on-site orientation regarding all aspects of program that includes cultural and appropriate and inappropriate cultural and social behavior and emergency procedures.</li> <li><input type="checkbox"/> Complete information on assembly points, who should go where and when in case of an emergency.</li> <li><input type="checkbox"/> Keep list of contacts where each participant is housed and for each excursion, including independent travel.</li> <li><input type="checkbox"/> Develop and maintain list of other agencies, missionaries, government offices, private citizens who could be a resource during an emergency (including names, addresses and telephone numbers).</li> <li><input type="checkbox"/> Update program EAP while on site</li> </ul>