



HOKIE SENTINEL

Quick Reference

Emergency Contacts

VT Police (24/7 coverage)
540-231-6411

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

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

Top 10 of Global Safety

1. Never go abroad without enrolling in CISI for duration of trip (including dependents)
2. Register trip in Smart Traveler Enrollment Program (STEP): <https://step.state.gov/step/>
3. While in STEP, subscribe to receive Travel Alerts & Warnings for surrounding countries you may visit
4. Ensure passport is valid at least 6 months after projected return date from trip
5. Keep open communication with VT (cell, email, text, etc.) – check daily
6. Obtain/Update recommended immunizations early enough before departure to take effect
7. Conduct your own due diligence by researching your destination using the helpful links provided
8. Check-In with VT to confirm your safety after an incident near your destination (simple “I’m okay” to rpenson@vt.edu will suffice)
9. Program VT and AXA Assistance emergency contacts in your phone and/or keep on your person
10. Tell your bank, credit card company, and doctor you are going abroad

Helpful Links for Travelers

Virginia Tech Global Travel Policy 1070
<http://www.policies.vt.edu/1070.pdf>

US Department of State <http://www.state.gov/travel/>

US Department of State Passports & International Travel
<https://travel.state.gov/content/passports/en/country.html>

US Department of State Travel Alerts & Warnings
<https://travel.state.gov/content/passports/en/alertswarnings.html>

US Department of State Learn About Your Destination
<https://travel.state.gov/content/passports/en/country.html>

US Department of State 911 List
https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf

US Embassies <http://www.usembassy.gov/>

US Department of State Students Abroad
<https://travel.state.gov/content/studentsabroad/en.html>

US Department of State Smart Traveler Enrollment Program (STEP) <https://step.state.gov/step/>

Centers for Disease Control and Prevention (CDC)
<http://www.cdc.gov/>

Centers for Disease Control and Prevention (CDC) Destinations <http://wwwnc.cdc.gov/Travel>

Centers for Disease Control and Prevention (CDC) Travel Health Notices <http://wwwnc.cdc.gov/travel/notices>

World Health Organization <http://www.who.int/en/>

Cultural Insurance Services International (CISI)
<http://www.culturalinsurance.com/>

The World Factbook (Central Intelligence Agency)
<https://www.cia.gov/library/publications/the-world-factbook/>

How to Call Abroad (International Calling Guide)
<http://www.howtocallabroad.com/a.html>

United Kingdom (Foreign Travel Advice)
<https://www.gov.uk/foreign-travel-advice>

Government of Canada (Travel Advice & Advisories)
<http://travel.gc.ca/travelling/advisories>

Australian Government (Smartraveller)
<http://smartraveller.gov.au/>

Employees Traveling Abroad

Notification through Travel Authorization (TA) process

Step 1. Obtain approval of TA 30 days prior to departure, or for short-notice travel, email rpenson@vt.edu

Step 2. Receipt of GEO email with guidance

Step 3. Adhere to guidance (CISI, STEP, emergency contacts, communications, etc.)

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

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 (GEO) to discuss program

Step 2. Complete and follow guidance of HSGTA (October 15 for summer/fall programs; March 15 for winter/spring)

Step 3. Adhere to guidance (CISI, STEP, emergency contacts, communications, etc.)

Step 4. Upload accurate CISI Enrollment spreadsheet to Scholar 30 days prior to departure

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

Group Travel Non-Credit

Faculty/staff leading students abroad (>1 student); Service-learning, competitions, recruiting, conferences, research, continuing education, etc.

Step 1. Notify Eliza Wethey (VT Engage) at elizaw8@vt.edu to discuss

Step 2. Complete and follow guidance of HSGTA (conference and competitions 3 months prior; all others 6 months prior)

Step 3. Submit information for Emergency Contact cards 60 days prior to departure; ensure participants self-enroll in CISI, then send confirmation to Eliza

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

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

Individual Student Abroad

Students traveling alone; study abroad, internships, research, conference, competition, etc.

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

Step 2. Complete and follow guidance of HSGTA (October 15 for winter/spring programs; March 31 for summer/fall); HSGTA can be found on <http://www.globaleducation.vt.edu/?go=hokie-sentinel>

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