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

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)

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


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
### 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