



# 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  
rpenon@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 rpenon@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](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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:rpenson@vt.edu) of any changes and check-in with VT after incidents