## Emergency Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT Police</td>
<td>(24/7 coverage) 540-231-6411</td>
</tr>
<tr>
<td>VT Global Safety &amp; Risk Management</td>
<td>(24/7 coverage) Randy Penson 540-750-5747 <a href="mailto:rpenson@vt.edu">rpenson@vt.edu</a></td>
</tr>
<tr>
<td>AXA Assistance</td>
<td>(Cultural Insurance Services International’s contracted support team) 312-935-1703 (collect) <a href="mailto:medassist-usa@axa-assistance.us">medassist-usa@axa-assistance.us</a></td>
</tr>
</tbody>
</table>

## Helpful Links for Travelers

- **Virginia Tech Global Travel Policy 1070**
  [http://www.policies.vt.edu/1070.pdf](http://www.policies.vt.edu/1070.pdf)
- **US Department of State**
  [http://www.state.gov/travel/](http://www.state.gov/travel/)
- **US Department of State Passports & International Travel**
  [https://travel.state.gov/content/passports/en/country.html](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](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](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**
- **US Department of State Students Abroad**
  [https://travel.state.gov/content/studentsabroad/en.html](https://travel.state.gov/content/studentsabroad/en.html)
- **US Department of State Smart Traveler Enrollment Program (STEP)**
  [https://step.state.gov/step/](https://step.state.gov/step/)
- **Centers for Disease Control and Prevention (CDC)**
  - [http://www.cdc.gov/](http://www.cdc.gov/)
- **World Health Organization**
  [http://www.who.int/en/](http://www.who.int/en/)
- **Cultural Insurance Services International (CISI)**
- **The World Factbook (Central Intelligence Agency)**
- **How to Call Abroad (International Calling Guide)**
- **United Kingdom (Foreign Travel Advice)**
  [https://www.gov.uk/foreign-travel-advice](https://www.gov.uk/foreign-travel-advice)
- **Government of Canada (Travel Advice & Advisories)**
- **Australian Government (Smartraveller)**

## 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/](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

1. Obtain approval of TA 30 days prior to departure, or for short-notice travel, email rpenson@vt.edu
2. Receipt of GEO email with guidance
3. Adhere to guidance (CISI, STEP, emergency contacts, communications, etc.)
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)

1. Notify Rachel Fitzgerald (GEO) to discuss program
2. Complete and follow guidance of HSGTA (October 15 for summer/fall programs; March 15 for winter/spring)
3. Adhere to guidance (CISI, STEP, emergency contacts, communications, etc.)
4. Upload accurate CISI Enrollment spreadsheet to Scholar 30 days prior to departure
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.

1. Notify Eliza Wethey (VT Engage) at elizaw8@vt.edu to discuss
2. Complete and follow guidance of HSGTA (conference and competitions 3 months prior; all others 6 months prior)
3. Submit information for Emergency Contact cards 60 days prior to departure; ensure participants self-enroll in CISI, then send confirmation to Eliza
4. Submit Liability form; ensure participants register in 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.

1. Programs for academic credit, notify Marielle Wijnands (GEO) at marielle@vt.edu to discuss (must complete all GEO requirements prior to departure)
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
3. Inform rpenson@vt.edu of any changes and check-in with VT after incidents