

Partners *TravelSafe* Global Travel Guidance

More information at www.partners.org/travelsafe

1. Maximize Partners' and your Institution's ability to provide emergency assistance.

- **Registering your itinerary** through Partners' travel risk management system, *Worldcue*, is the most effective way to support travelers in an emergency.
- Travel booked through Egencia or Great Getaways are uploaded automatically.
- **TripSync** - Travel booked outside either of the two approved agencies can be added to *Worldcue* by forwarding the itinerary partnerstrips@ijet.com Travel arrangers can add a traveler's itinerary by putting the traveler's email address in the CC line and then forwarding it (*forward with no changes or edits to original*).
- **Worldcue welcome email** - *Worldcue* generates individual traveler profiles that can be accessed by secure login which the traveler sets up after receiving a welcome email.
- **Worldcue profile** – Travelers can maintain current personal and travel information, itineraries, access risk profiles of travel locations and get important alerts. *Worldcue* is a resource to both the traveler and Partners' institutions in the event of an emergency.
- Once a traveler's profile is established it can be accessed at <https://traveler.worldcue.com/> **Be sure all contact and emergency info is up to date.**

2. Consider travel risks and plan accordingly.

- **Review *Worldcue* travel info** via **Worldcue PLANNER** link on *TravelSafe* page, or by logging into your account via *Worldcue* TRAVELER. The "Location Intel" and "Global Travel Tips" tabs offer helpful location specific and general safety and security guidance.
- **Review U.S. State Department Travel info.** Go to www.travel.state.gov to review important country specific information.
- **Safety and security** Individuals are responsible for their own safety and security. Planning ahead, maintaining situational awareness and essential resources including both **local and *TravelSafe* emergency numbers** are key to safe travel.
- **Planning** what you will do if something happens (major crime, natural disaster, serious illness or injury) – like calling ***TravelSafe*** and having a written emergency plan (1 or 2 pages) with insurance information and contact details for you and your family members is indispensable in the event of an emergency. Make copies, include itinerary, and give to key people.

3. Know Your Insurance Coverage.

- **Personal Health Insurance** – AllWays Health Partners Plus & Select have *worldwide claims* coverage. Travelers should research health facilities at their destinations to seek treatment in the event of illness or injury. Any traveler not covered by a Partners health plan should confirm their health insurance covers worldwide claims by calling the customer service # on their health plan card.
- **Travel Medical Insurance** - Partners *TravelSafe* provides medical assistance and evacuation services for approved business travel. This program does not cover travel of a personal nature (e.g. vacation).
- **Further info:** For more specific questions, insurance information, specific travel or risk assessments, please use the non-emergency email: travelsafe@partners.org

4. Travel Medicine Clinic: Visit a Travel Medicine Clinic (Not primary care doc although that may also be necessary depending on personal circumstances). You should visit a health care provider ideally 4 – 6 weeks before your trip. Even if you are leaving soon, a visit to your health care provider is still useful.

- **MGH Travel and Immunization Center** has developed the **Travelers' Rapid Health Information Portal (TRHIP)** with support from the Centers For Disease Control that provides travelers with a quick report on what vaccines or medications are required for your trip: [Traveler's Rapid Health Information Portal](#)
 - **MGH Travel & Immunization Center:**
<https://www.massgeneral.org/infectiousdisease/services/treatmentprograms.aspx?id=1891>
 - **BWH Global Health & Travel Clinic:**
http://www.brighamandwomens.org/Departments_and_Services/medicine/services/infectiousdisease/travel.aspx
 - See CDC Traveler's Health/Destinations: <http://wwwnc.cdc.gov/travel/destinations/list>
 - **Traveling with medications?** Be sure to visit the [Travel Medicine and Health page](#) on the Partners *TravelSafe* > Travel > Travel Medicine and Health Pulse Page.
- 5. Passport & visa check.** Is your passport book valid and with sufficient number of pages? Will you need an **entry visa(s)** to enter the country or countries you intend to visit? Check the US Department of State's [Country Specific Information](#) to see whether a visa is required. Make photocopies and include with your plan in #3 above. Consider US Customs & Border Protection, Mobile Passport Control and App:
- <https://www.cbp.gov/travel/us-citizens/mobile-passport-control>
 - <http://www.mobilepassport.us/>
- 6. Pack Wisely.** Less is often more. Consider some specialty equipment such as personal alarm, collapsible water bottle, door stopper, N95 mask, etc. Use a money belt to secure your money and passport. Create a fake wallet and or carry 'bait' money.
- 7. Communications.** Being able to connect with people for business and in emergency is paramount. Best practice is to bring a mobile phone from home enabled with international plan. You can also pick up a local mobile phone depending on the duration of your trip. There is a [Worldcue Mobile App](#) that makes communicating and receiving active alerts more streamlined for the traveler. *WhatsApp* is also very effective tool.
- 8. Special Considerations.**
- **Sanctioned country or Traveling with Equipment/Supplies.** Be sure to plan well in advance of your trip as traveling to a sanctioned country and bringing certain items will typically require review from the institution's [Research Compliance Office](#), [Partners Risk & Insurance Services](#), and use of Partners approved travel vendors. See OFAC Sanctioned Country List: <https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>.
 - **Planning on driving?** In nearly all cases, driving should be left to experienced and knowledgeable locals for many reasons. Travel data shows that driving and riding in vehicles is one of the most dangerous activity during travel. Review *TravelSafe's* "[Driving Overseas](#)" and U.S. State Department's "[Driving and Road Safety Abroad](#)" for further detailed information.
 - **LGBTI.** Travel guidance and resources are available from the U.S. Department of State, [LGBTI Travel Information](#), and for specific countries > Country Specific Information > 'Local Laws & Special Circumstances' section. In addition, ILGA <http://ilga.org/> provides information on rights around the world including mapping potential areas of concern. Lastly, many good guide books such as *Lonely Planet* have up to date sections on LBTI travel to specific countries.
 - **Training** – Depending on location and duration of your trip, health, safety, security training is always a good idea, both for yourself and any travelers or programs you manage. Contact travelsafe@partners.org for available sessions and other training opportunities.



Partners *TravelSafe* program

Global Assistance Hotline: +1 443-965-9242

www.partners.org/travelsafe

WALLET CARD



TravelSafe Program

GLOBAL ASSISTANCE HOTLINE:

INTERNATIONAL: +1 443-965-9242

WITHIN U.S.: 1-866-647-9716

www.partners.org/travelsafe

Non-emergency inquiries: travelsafe@partners.org

Access your personal travel information:

<https://traveler.worldcue.com>

**registered account, username & password required

IN AN EMERGENCY, CONTACT:

1. Local Emergency Assistance (Ambulance, Police, Hospital)
2. *TravelSafe* Global Assistance Hotline
3. U.S. Embassy or Consulate
4. Someone connected to your program
5. When in doubt, call someone!