

University of California

Travel Security and Safety Briefing Request Form



- 1.1 **Instructions:** Please complete the form with as much detail as possible. If sections are not relevant or unconfirmed, please note accordingly (e.g., not applicable / not known / to be confirmed)

ATTENDEE DETAILS	
Name of attendee? If a group, number of attendees?	
Gender identity? If a group, please state gender identities?	
Age? If a group, age range?	
Nationalities? (Please include dual nationalities)	
University / School affiliated with?	
Position? (e.g., Student, Staff Member, Other / mix, please state)	
Do you speak the local language?	
Are you visiting as a tourist, student, employee, local national, or other?	
Have you received a Crisis24 travel briefing before? If yes, what was the date and what country was the briefing for?	
Have you travelled to the location before? If yes, please briefly describe (e.g., where, when, how long for, nature of the trip, etc.)	
Do you have any experience living or working in higher risk locations? If yes, which countries and briefly describe experience / activities?	
DETAILS OF VISIT	
Countries & cities / areas visiting?	
Dates of travel (period in locations)?	
What is the purpose of visit? (Include summary of activities, local hosting organization, etc.)	

Where will you be lodging? (Please describe type of accommodation, provide addresses, any other relevant details, such as security on site, etc.)	
What main locations will you be visiting / working at whilst in country? (Please provide addresses, any other relevant details, such as security on site, etc.)	
Will you be taking any technology, data or other sensitive information with you on your trip? NOTE: <i>Depending on where you are going and what you are taking with you, you should consult with your UC campus Export Control Officer.</i>	
Will you visit any government or military locations? If yes, what locations, when, how long for & why?	
How do you intend to move around whilst in country? (e.g., transport plan, secure transport, host providing transport, public transport, etc.)	
Will you be traveling around alone? If no, please describe.	
What will be your primary mode of communication? Please describe what steps you will take mitigate any potential challenges with communication.	
What nearby medical facilities have you identified?	
How will you stay informed of any changes to safety risks while in-country?	
ADDITIONAL INFORMATION / REQUESTS	
Do you have any specific concerns you would like addressed during the briefing? (e.g. concerns tied to the purpose of travel? Concerns specific to the travellers)	

Is there any other information that you feel we should be aware of to aid the delivery of the briefing?	
Please provide several briefing dates and times (state time zone) Note: Ideally, 5 working days' notice Briefing can last up to one hour	
END	