

FOR PERSONAL NON BUSINESS RELATED TRAVEL:

Personal travel is travel that is not related to the work of MGH or part of your job at MGH. Personal travel includes any travel of 7 or more days embedded in or, on either end, of business trip.

The US government has issued a global travel warning in light of the recent terrorist events. In light of the current travel climate we are providing a few travel tips to bolster your safety and security.

1. Please update your [WORLD CUE PROFILE](https://traveler.worldcue.com/) : <https://traveler.worldcue.com/>
2. Register with the [“Smart Traveler Enrollment Program”](https://step.state.gov/step/) : <https://step.state.gov/step/>
3. Carry (phone/paper) Partners TravelSafe Global Assistance Hotline Domestic & International number: +1 443-965-9242
4. If traveling for personal reasons we encourage you to purchase medical and evacuation insurance.
5. If you access you can download the global traveler blue cross blue shield app found [here](http://www.bcbs.com/healthcare-news/bcbsa/global-network-and-mobile-app.html) : <http://www.bcbs.com/healthcare-news/bcbsa/global-network-and-mobile-app.html>

Other important travel tips to remember:

- Be certain that key people/TravelSafe have ALL your travel details: flight, ground transport, lodging, work location, and full travel contact details. Cover your passport and keep it secure at all times
- Dress low profile and avoid anything that will indicate you are a Western foreigner (Examples: Boston sweatshirt, full contact details on luggage, baseball hat, etc.)
- Drive in covered passenger type vehicles; be sure to arrange transport well in advance for all transfers (airport, work, social)
- Check in with your local counterpart(s) when you arrive to get the latest information on the security situation.
- Avoid all large gatherings and if a situation does not feel comfortable, you should avoid at all cost.
- Let people know your movements - avoid walking/jogging - and do not travel alone, especially after dark.
- Report any issue that is relevant to safety and security of you or others.

Within the Partners system you can access up to date travel information at [this](#) share point page.

Full link here:

<http://sharepoint.partners.org/phs/travel/TravelSafe/SitePages/Terrorist%20Attacks%20in%20Paris;%20%20U.S.%20Department%20of%20State%20Worldwide%20Caution.aspx>

Recommended Travel Preparation and Resources for Personal Travel:

1. Health and Travel Medical Insurance. Do not travel overseas without proper insurance. “If you can’t afford it to happen, then you need insurance.” Medical evacuation/treatment costs from foreign locations can run from \$20,000 – \$150,000. Travel Medical (“evacuation”) is not health insurance and health insurance is not evacuation insurance. Find out whether your current health insurance covers you for worldwide claims (call customer service number on your card) or else find coverage that does. \

- a. Travel emergency medical (evac): It may be prudent to purchase additional insurance even if the volunteer program already has it. Recommended companies include International SOS or Frontier MedEx; see b. below.
- b. Health insurance. www.squaremouth.com is a good site to compare quotes, coverage, and costs for a range of coverage including emergency and primary medical.
- c. See also US Department of State “Your Health Abroad”:
<http://travel.state.gov/content/passports/english/go/health.html>, and CDC’s Yellow Book, Chp 2 “Obtaining Health Care Abroad for the Ill Traveler: Travel Insurance, Travel Health Insurance, & Medical Evacuation Insurance”
- d. Consider security issues as well. Some policies may include coverage for security advice and evacuation. Depending on your destination, this could be warranted.

2. **Medicine (Travel Clinic) Consult:** Go to Travel Clinic (Not primary care doc although that may also be necessary depending on personal circumstances). This is a must. a. **See CDC Traveler’s Health/Destinations:** <http://wwwnc.cdc.gov/travel/destinations/list>

3. **Register with STEP.** Be sure to register with the US State Department thru STEP.
<https://step.state.gov/step/>

4. **Review US State Department Country Specific Information (including Travel Alerts and warnings), Traveler’s Checklist, and US Embassy messages at your destination:**

Country Specific Info: www.travel.state.gov

Traveler’s Checklist: <http://travel.state.gov/content/passports/english/go/checklist.html>

US Embassy (example: France; most U.S. embassy sites can be found by following website formula - [country].usembassy.gov). <http://france.usembassy.gov/>

5. **Pack wisely.** Less is often more. Consider some specialty equipment such as personal alarm, collapsible water bottle, door stopper, N95 mask, etc. Buy a money belt! Create a fake wallet and or carry ‘bait’ money. a. FlareSafe: <http://flarebrands.com/> can be bought at <http://www.walkabouttravelgear.com/>

6. **Train & Educate.** The UN Basic Security In The Field (BSITF and Advanced: ASITF) is an on-line course and is free – just needs to register.
https://training.dss.un.org/courses/v21/pages/dss_login_register.php

7. **Plan.** Once you’ve done some training and reviewed country specific information, think through what you will do if something happens (major crime, natural disaster, serious illness or injury) – a written emergency plan (1 or 2 pages) with insurance information and contact details for family members is indispensable in the event of an emergency. Make copies, include itinerary, and give to key people.

8. **Take responsibility for your safety and security.** Your decisions, actions and choices have a direct impact on your safety and security. You are the most important person when it comes to your safety and security. Remember *situational awareness*. Consider the risks of traveling solo: Loners get victimized and so it often takes more work and planning to stay safe.

FOR BUSINESS RELATED TRAVEL:

Business travel is travel that is approved by your MGH employer, related to the work of MGH, or part of your job at MGH.

In light of recent global terrorism events, employees and others who are planning to travel on approved business of Partners and its affiliates are reminded to review [Partners' TravelSafe program](#).

Partners *TravelSafe* and Partners' world-class travel-risk-management vendor, iJET, can help provide useful travel and location safety and security information and emergency assistance with a single point of contact. Further, the US State Department recently issued a [Worldwide Travel Alert](#) for all travelers to exercise vigilance when in public places or using transportation due to increased terrorist threats. **All PHS travelers should be sure to carry *TravelSafe's* 24/7 Global Assistance Hotline: +1 443-965-9242.** Click here for more information and details: [TravelSafe](#) and [Partners Travel Central](#)

In addition, *TravelSafe* uses iJET's travel risk management platform, *Worldcue*, enabling Partners as well as our response providers to know where our travelers are and how to contact them. By using either of the two Partners-approved travel agencies, Egencia and Great GetAways, employee itineraries are automatically registered in the *Worldcue* system. Travelers also have the option and are encouraged to enter their itinerary and contact information via *TravelSafe* > *Worldcue* Planner > Manual Trip Entry.

Current U.S. State Department advice is as follows (abbreviated):

“In the wake of the November 13, 2015 terrorist attacks in Paris and continued terrorist threats against France and Europe detailed in the Department's [Worldwide Caution](#), we strongly urge U.S. citizens to maintain a high level of vigilance, be aware of local events, and take the appropriate steps to bolster their personal security: (Click each topic for iJET security advice)



[General personal security](#)



[Preparedness,](#)



[Terrorism specific](#)

Authorities believe the likelihood of terror attacks in Europe will continue as European members of ISIL return from Syria and Iraq. Additionally, there is a continuing threat in Europe from unaffiliated persons planning attacks inspired by major terrorist organizations but conducted on an individual basis....”

The decision to travel or not to travel should be made by the department leadership of a prospective traveler. Decisions must be carefully made and take into account the travel destination, purpose, duration, etc, and most, importantly, each traveler's and his/her management's comfort level and acceptance of risk. Although Partners has in place excellent traveler assistance response services, there could be instances when responses could be limited and/or involve costs to the relevant business unit/department.

More information: www.partners.org/travelsafe Questions? Email: travelsafe@partners.org TravelSafe 24/7 Global Assistance Hotline: **+1 443-965-9242**