

Julie Friend, J.D.

Int'l Analyst for Travel
Health, Safety & Security



Northern Ireland

**Risk Education,
Emergency
Preparedness
& Response**



Israel

**Center for International
Programs**

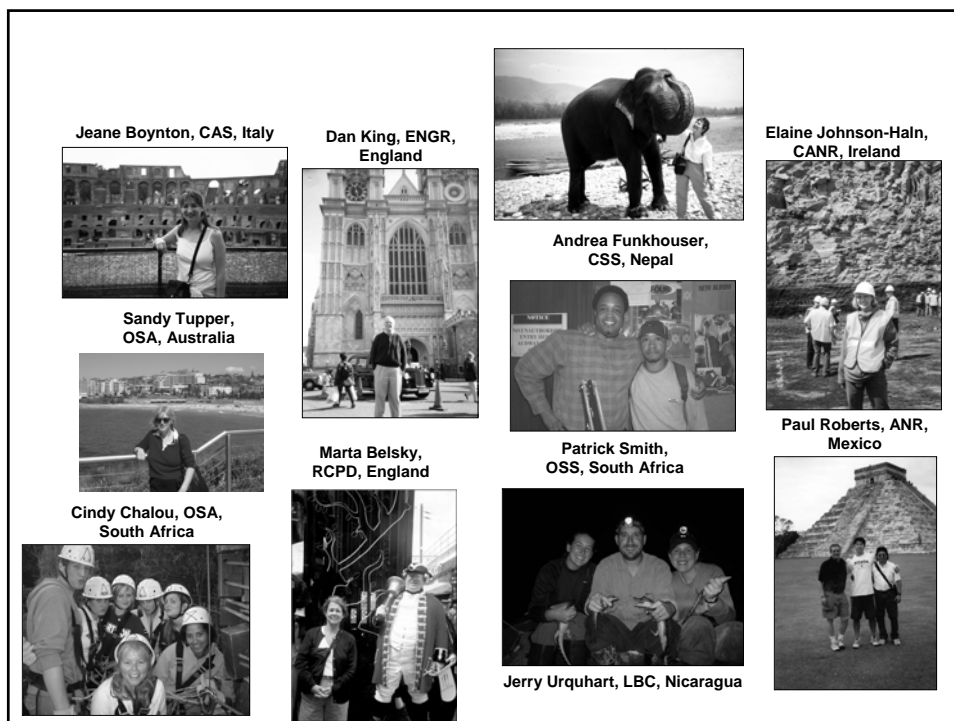
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International Travelers Database



INTERNATIONAL
STUDIES & PROGRAMS

- Pre-departure Travel Preparedness
- Security Consults
- Pro-active Emergency Response
- Medical Treatment Referrals (MEDEX)



Duties of Int'l Analyst

- **Serve as MSU's first responder to all crises abroad, including after-hours calls into the 24/7 International Emergency Assistance hotline.**

Assist in the interpretation and development of University policies, procedures and practices related to faculty, staff and student travel abroad, with special emphasis on risk analysis, emergency preparedness, and crisis management.

Oversee use of the Travelers Abroad Emergency Contact Information Database.

Provide safety/security consults for any MSU employee who is traveling for business, research or study purposes.

What is the Travelers Database?

- It is a web-based system designed to collect international travel itineraries and emergency contact information for faculty, staff, students, and independent contractors going abroad on MSU business, assignment or programs (excluding study abroad).



Andrea Funkhouser,
CSS, Nepal

Why do we need it?

The purpose of the database is to provide a centralized source of information about international travelers. This is important for MSU because it can:



Cindy Chalou, OSA,
South Africa

- (1) enable the University to notify its travelers abroad of travel warnings or other threats to their safety and funnel other important information to them, and
- (2) support University administrative decision-making regarding international travel since it can provide information on the location of international travelers, an important consideration in establishing guidelines for responding to international crises.

How did it come about?



Penang,
Malaysia,
2004



London, 2005



New York City,
2001

How does it work?

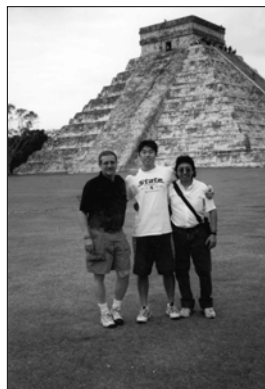


Elaine Johnson-Haln,
CANR, Ireland

- Generally, participating units have designated individuals who make entries in the database with information from the Travel Authorization and Emergency Contact Form, which is completed as part of the travel authorization process.
- To enter emergency contact information, the data entry person goes to the Travelers Abroad DB, enters his/her assigned user name and password, and follows a simple set of instructions to electronically submit the information.
- <http://www3.isp.msu.edu/travelersabroad/>

Tell me more.

- Each data entry person has access only to the information for his/her unit. The primary user of the database is ISP's Travel Security Analyst. Information from the database can be sorted by name, position, department, country, and travel dates.
- In most units, there are designated administrative staff employee(s) responsible for travel-related matters. Such individuals typically also complete the Travel Authorization and Emergency Contact Form, which triggers an entry into the Travelers Abroad DB.



Paul Roberts, ANR,
Mexico

24/7 International Emergency Assistance Line



- Faculty, staff or students on university-sponsored travel can report an emergency and/or receive immediate assistance by calling 1-517-353-3784.
- This number is answered by the Department of Police & Public Safety. They will take the caller's information and contact the most appropriate MSU official to address their concerns.

517-353-3784

- **24/7 Int'l Emergency Assistance Hotline**
- **Extensive Written Emergency Procedures**



Tokyo, Japan

- **In-house Crisis Management Team**
- **University-wide Incident Command Team**

Examples

Pre-departure Advice

- State Department
- CDC requirements
- MSU Travel Clinic
- MSU Export Controls
- Risks Research
 - Consular Info Sheets
 - ISP Web Site
- MEDEX Coverage
 - Personal travel



MSU students with their faculty leader, Kenya

Jerry Urquhart, LBC,
Nicaragua



Recent Examples

- College of Education, Algeria & Lebanon
 - Safety, security & health concerns
- College of Ag/Nat Resources, Belize
 - Hurricane Dean
- CASID, Peru
 - August earthquake
- College of Arts & Letters, United Kingdom
 - Death of employee

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Int'l Analyst for Travel
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London, England

friendju@msu.edu

517.353.8920 (OSA)
517.353.3784 (DPPS)

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