



## **International Travel Risk Assessment Guide**

### **Purpose of This Guide**

The purpose of this document is to outline risk requirements for international travel including when you should contact Risk Management and what information that Risk needs from you.

### **Duty of Care Obligation Drives Risk Considerations**

Duty of care can be defined as “the duty which rests upon an individual or organization to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organization is responsible.” Legally, duty of care is part of the tort of negligence. Moral duty is a core values issue. Duty of care increases with the degree of involvement and activity, supervision, course credit, financial support, and oversight.

### **Risk Review Threshold**

Contact Risk Management if your trip meets the following criteria or if you have any questions about the risks involved with your travel. If your trip requires a risk review, Risk Management will either conditionally approve or deny your travel. If approved, you may receive recommendations to mitigate travel and health risks. Note that the security and/or health situation in a location could change, so even a conditionally approved trip could be cancelled if warranted.

- U.S. State Department Travel Warning, Travel Alert, or U.S. Government travel restriction
- International SOS travel rating of “high” or “extreme” or a medical risk of “high” or “extreme.” Note: Your trip will require review by Risk Management if a city or region of your country of travel has a “high” or “extreme” travel risk even if the country itself is rated “low” or “medium.” Risk will determine if a risk assessment is required depending on trip details. Travel risk ratings can be found under “Security Reports” on the DU International SOS portal, and health risk ratings can be found on the SOS Country Guides for individual countries.
- High-risk activities: mountain climbing, hiking, etc.
- If you have any additional risk concerns about your trip. Risk Management can also provide travel advice for lower risk trips upon request.

### **Risk Requirements for International Travel**

Contact Risk Management early in your travel planning to avoid any delays. Risk requests the following information to conduct a full risk assessment. Risk will also review preliminary details and location information if you have questions before you have complete details on your trip.

- Program/Activity Objective

- *Academic programs (including faculty-led trips, internships, etc.):* Academic requirements and outcomes are reviewed and approved by individual units and the Office of Internationalization (not by Risk Management). However, please submit syllabus and/or other relevant information to Risk.
- *Non-Academic Activities (including recruiting events, etc.):* Information on international travel for non-academic activities should be forwarded to Risk if the trip meets the risk review threshold (see above).
- **Program/Activity Location:** Confirm that program location is safe. This includes accommodation location(s), work or program site(s), travel destinations, etc. Note that some insurance coverage may be excluded for those countries where there are economic sanctions by the U.S. Government.
- **Travel During the Trip:** Where/how will program participants travel? Is travel by air, rail, local busses, taxis, personal vehicles, bicycle, on foot, etc. safe? How can travel risk be mitigated (hire a trusted local driver, avoid use of local airlines, etc.)?
- **Trip Activities:** What activities will participants be engaged in? Please include a detailed itinerary and other relevant documents. Note that DU insurance will not cover travel by non-commercial aircraft or activities including but not limited to bungee jumping, trampoline use, skydiving, etc. (see “University of Denver (DU) International Evacuation/Repatriation Coverage” document for more details). Special insurance coverage may be required for an organized physical activity and Sailing Team Leadership. Some trips may also require an assumption of risk form.
- **Vetting Organizations, Trip Vendor, etc.:** Verify that organizations, vendors, etc. that trip participants will be working with or use are sound.
- **Memorandum of Understanding (MOU)/Certificates of Insurance (COIs):** Please include MOUs or COIs if available.
- **Export Control Compliance:** See DU Export Control Guidelines ([http://www.du.edu/orsp/documents/Export\\_Control\\_Policy.pdf](http://www.du.edu/orsp/documents/Export_Control_Policy.pdf)) and speak with Export Control if you have any questions about requirements.

### **International Risk Assessment Risk Criteria**

DU utilizes International SOS travel and health ratings to inform the risk assessment process.

- **Low:** A “low” risk destination has adequate security, emergency services, and infrastructure. Crime rates are low and the location is free of racial, sectarian or political violence or civil unrest. Terrorist organizations have only limited operational capabilities and acts of terrorism are extremely rare. Trip participants are staying and working/studying/etc. in a safe location and are using reasonably safe methods of travel. Health risks are also low.
- **Medium:** A “medium” risk destination experiences periodic political unrest, violent protests or insurgency and/or is prone to sporadic acts of terrorism. A medium risk location has

violent crime rates that are likely to impact foreigners as well as the local population. There are infrastructural weaknesses and inadequacies in the security and emergency services. A trip may also be considered medium risk depending on the safety and security of accommodations and work/program site(s) as well as the method of transportation. Health risks may also be higher in a medium risk location.

- **High:** High-risk trips include travel to a location prone to regular periods of political instability and associated problems of poor governance, including high levels of corruption and failed or failing institutions. Protests are frequently violent and may target or disrupt foreigners. There may be a high level of incidental risk to travelers and expatriates from terrorism or insurgency. Communal, sectarian or racial violence is common and foreigners may be directly targeted. Violent crime rates are typically high and scams targeting foreigners are common and often have police complicity. Infrastructure and internal security and emergency services are poor and there may be regular abuses of due legal process. Certain parts of the country are inaccessible or off-limits to the traveler. A trip may also be considered high risk depending on the safety and security of accommodations and work/program site(s) as well as the method of transportation. Health risks may also be high.
- **Extreme:** A DU trip is considered extreme risk when participants travel to a location that may be in a state of war, a failed state, or a state in which the government has lost control of significant portions of the country. Government control and law and order may be minimal or non-existent. There is a serious threat of violent targeted attacks against travelers and expatriates by terrorists, insurgents, sectarian, criminal or other extremist groups. Government and transport services are typically severely degraded or non-existent. Foreigners are likely to have no access to significant parts of the country. Armed escort and stringent preventive security precautions are essential and may not be sufficient to prevent serious injury, kidnap or loss of life. A trip may also be considered extreme risk depending on the safety and security of accommodations and work/program site(s) as well as the method of transportation. Health risks may also be extreme.