	TRAVEL RISK ASSESSMENT PLAN AND SUPPORT (INTERNATIONAL PLANT VISITS HOSTED BY PARTNER INSTITUTIONS ABROAD)	Document No. : FM-CS-34-01 Effective Date: August 12, 2019 Supersedes: ORIGINAL

	Area(s) /Activity	Hazard/Risk	Measure(s)/Action Plan
I.	a. Airport Transfer	Pick-up and drop-off	• Make sure that all participants shall be picked up on-time upon arrival at the airport of the country of destination • Make sure that all participants shall be dropped off on-time at the airport for their return flight
II.	a. Incidentals	Damage to properties	• Participants are liable for any damage of properties caused by their own action of negligence. However, Travel Coordinator shall facilitate arrangement with involved stakeholders
		Lost passport	• Assist participants in filing temporary passport • Notify Mapua International Office
		Minor illness – head ache, stomach-ache, etc.	• Travel Coordinator shall ensure that first aid kit is available during the trip
		Major illness – food poisoning or scenarios that needs hospitalization	• Travel Coordinator shall ensure that the participant is given medical attention. • Notify Mapua International Office
		Accident during the trip	• Provide accident report • If needed, Travel Coordinator shall ensure that the participant is given medical attention. • Assist participant in processing insurance claims • Notify Mapua International Office
III.	a. Transitions & waiting times	Left on board	• Instruct members of the group to stay close or within the range you could be seen. • Travel Coordinator shall provide emergency contact details to the students
		Lost direction in the public place; Ran out of Phone battery	• Ensure that all participants are on board prior to departure • Ensure that time management is being observed • Instruct participants on the following: a. Stay with the group as much as possible. b. Keep the phone on and pay attention that there might be a call anytime. c. Keep a stand-by battery.
		Group's late arrival at destination due to traffic; Things accidentally broken; Restricted entry of participant due to improper attire	• Ensure that companies are notified by the Travel Coordinator • Travel Coordinator shall coordinate with the companies for the proper attire requirement and any other instructions pertinent to the visit.

IV.	a. Place of stay and/or Hotel	Things accidentally broken; Consumption of non-amenity such us Deposit Requirement for Incidentals	• Always report incidents to the front desk and faculty-in-charge • Instruct participants on the following: a. Read room/house/hotel rules & policies. b. Read Instructions on how to use hotel facilities. c. If needed, call the front desk or housekeeping department for assistance. d. Observe curfew.

I, _____on behalf of the _____ undertake
(Name of Travel Coordinator) *(Institution)*
to ensure compliance with the terms of this Risk Assessment Plan as part of agreement between MAPUA and _____.

IN THE WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, ____, in the City of Manila, Philippines.

_____
Representative
Name of Partner Institution

_____
Director
Office of International, Career and Exchange Program