

OVERSEAS TRAVEL & RISK ASSESSMENT TEMPLATE



DATE OF RISK ASSESSMENT:

COUNTRY:

DATES OF TRAVEL:

HAVE YOU WORKED IN THIS COUNTRY/REGION BEFORE? If yes, explain.

ASSIGNMENT OUTLINE: Include scope of work, interviews planned, story outline

LOCATIONS: a tentative schedule of locations, dates, and other relevant information

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<p>Are you working on a sensitive topic?</p>	<p><i>If yes explain why:</i></p>
<p>Who will you be meeting, are they potentially under surveillance and could you endanger/ expose them?</p>	<p><i>If yes, explain:</i></p>
<p>What specific areas are a higher risk for your personal safety?</p>	<p><i>This could be specific districts, cities, or neighborhoods</i></p>
<p>Are you going to report in a high-risk area?</p>	<p><i>If yes indicate the location:</i></p>

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Category of Risk	Security Concern/ threats	Probability: Low, Medium, High, Extreme?	Measures to mitigate/reduce the risk	Residual risk
Petty Crime	<ul style="list-style-type: none"> • Petty crime 			
Hotel Security	<ul style="list-style-type: none"> • Room invasions • Digital threats • Theft 			
Sexual Assault/harassment	<ul style="list-style-type: none"> • From fixer, driver, co-worker • From any outsider 			
Travel Security	<ul style="list-style-type: none"> • Airport (Customs & Immigration) • Armed group/government Checkpoints 			
Organized Crime	<ul style="list-style-type: none"> • Transnational criminal organization • Street gangs • Paramilitaries 			
International corporation E.g.: Oil and gas, mining	<ul style="list-style-type: none"> • Security contractors (espionage, intimidation, Blackmail etc.) 			
Terrorism	<ul style="list-style-type: none"> • Suicide Bombing • Vehicle bombing • Terrorist Attack (shooting and bombing) 			
Pandemic/epidemic	<ul style="list-style-type: none"> • Global pandemic • Country Lock down • Curfew 			

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Armed Conflict/ Post conflict area		<ul style="list-style-type: none"> • Firefight, shooting • Improvised Explosive device (IED) • Land mines • Unexploded ordnance (UXO) 			
Political/ government		<ul style="list-style-type: none"> • Civil unrest, • strikes, riots, • Upcoming elections • Coup • Protest against foreigner or a foreign entity E.g. UN 			
Kidnapping/Abduction		<ul style="list-style-type: none"> • From Terrorist group • From the government • From criminal organization • Common Crime 			
Unlawful police detention		<ul style="list-style-type: none"> • Government 			
Corruption		<ul style="list-style-type: none"> • Police corruption • Government corruption 			
Infrastructure	Transportation	<ul style="list-style-type: none"> • Taxi/Uber • Trusted Driver • Hazardous terrain • Seatbelt • Armored vehicle 			
	Medical facilities	<ul style="list-style-type: none"> • Clinics • Local Hospital • International grade hospital • Remote access to a doctor • Insurance/Cash 			

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	Contaminated food	<ul style="list-style-type: none"> • Food poisoning • Diarrhea/ severe stomach pain • Hepatitis A • Another Bacteria infection 			
	Contaminated water	<ul style="list-style-type: none"> • Polio • Cholera • Dysentery/diarrhea • Typhoid • Another Bacteria infection 			
	Telecommunications	<ul style="list-style-type: none"> • Telecommunication Lockdown • Power cuts/ power outages 			
Natural Risks	Extreme weather	<ul style="list-style-type: none"> • Heatstroke • Dehydration • Hypothermia/ Hyperthermia • Altitude sickness 			
	Natural disasters	<ul style="list-style-type: none"> • Earthquake • Volcanic eruption • Hurricane/Typhoon • Tornado • Tsunami 			
	infectious disease transmitted by insects	<ul style="list-style-type: none"> • Malaria • Zika • Lyme disease • Yellow fever 			

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Cultural Risks	Local culture	<ul style="list-style-type: none">• Behavior/ Customs• Religion• Appearance• Language barrier			
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Accommodations

Check-in Date	Checkout Date	Hotel/Accommodation Info
		Name: Address: Contact info:
		Name: Address: Contact info:
		Name: Address: Contact info:

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		Name: Address: Contact info:
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Accommodation considerations:

1. What is the size of the city that you are staying in (small, medium, big city)?
2. Are you traveling by yourself?
3. Will you blend in or are you high-profile?
4. How might your accommodation affect your profile?
5. What would be your exposure or how long you going to stay?
6. Are there already some security measures in place (e.g. Reception 24 hours, Security guard's, CCTV camera)?
7. Who else is staying there (e.g. diplomats, NGO, other journalists, tourists)?
8. Could this hotel be a target for terrorism attacks (e.g. embassies, high scale hotel, point of interest etc.)?

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Health and Medical

Medical Facility	Contact info

Health and Medical Considerations:

1. Do you need any vaccinations?
2. Do you need a yellow card?
3. Is the area that you are traveling is at risk for Zika or Dengue?
4. Do you have access to pharmacy in the region you are going to?
5. Would you have easy access to a hospital or a clinic?
6. Does your insurance cover your medical expenses or evacuation?
7. In case of a medical emergency, do you have an evacuation plan?

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INSURANCE

Insurance company	Type of insurance	Contact info

Working equipment	Type and model	Serial Number

Insurance Considerations:

1. Do you have medical insurance to cover your trip while you would be in the country?
2. Does your medical insurance cover you for hazardous activity?
3. Do you have travel insurance for evacuation including medical evacuation?
4. Do you have insurance to protect your equipment?

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Safety equipment

Equipment	Type / Quantity
PPE (N95 mask, gloves, Gas mask, protest equipment, body armor, helmet etc.	
Medical kit	
Other safety equipment	

Safety equipment Considerations:

1. Does traveling with safety gear will increase your profile?
2. Would you encounter any problem at Customs?
If yes, what would be your plan to mitigate it?
3. Does the country allow you to bring Body armor with Ceramic plates, Gas mask, Kevlar helmet?
4. Could you buy safety equipment locally such as an improvised helmet, improvised gas mask (Respirator mask with tear gas goggle)?

Transportation

Type of Vehicle (SUV, Sedan, 4X4)	Plate number	Name of driver	Contact info

Transportation Considerations:

- What type of infrastructure? Are the roads paved or are there dirt roads?
- If you are traveling on a dirt road or harsh environment would you need an SUV or a 4X4 off road?
- it is the rainy season? Or any harsh weather?
- Will a SUV or any other bigger vehicle will increase your profile or put you at risk?
- Will the color of the vehicle be a concern?

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Communication

Check-in person	Role	Contact info

In country local contact name	Role	Contact info

Emergency contact	Role	Contact info

Embassy/ Consulate/ NGO's/ UN	Role	Contact info

Communication Considerations:

- How would you communicate with your sources, co-workers, driver/fixer?
Via WhatsApp, Signal, Phone call/text, emails, others.
- Who would be your emergency contact?
- Who would be the person monitoring you while reporting?
- What is the coverage situation? Any areas with no cellphone tower?
- Would you need to communicate via text/phone call if the area doesn't allow connectivity 3g,4g?
- What local telecom provider would be the best for your area?
- Do you have access to a Sat phone in remote area?
- In case of any emergency/incident, do you have a trusted local contact who would help you?

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Check-in protocol considerations:

- Is someone monitoring you while you are reporting?
- Do you have a check-in protocol with someone?
- How often do you check-in with this person?
- What means of communication are you using to communicate with this person?
- Does this person know all your travel arrangements and itinerary?
- Does this person have a digital copy of this document?
- If that person doesn't hear from you what would be their contingency plan? What do they need to do?