

University of California

Travel Security and Safety Briefing Request Form

Instructions: Complete the form with as much detail as possible. If sections are not relevant or unconfirmed, note accordingly (e.g., not applicable / not known / to be confirmed).

Forward completed forms to: operations@crisis24.com; Bryan.crowther@crisis24.com;
Phillip.VanSaun@ucop.edu; UCTravelInsurance@ucop.edu

Section 1: Traveller Details

1. Name
If a group, indicate number of travellers in group.
2. Gender identity
If a group, list different gender identities.
3. Age
If a group, provide age range.
4. Nationality
If a group, list different nationalities.
5. Campus/program affiliation
6. UC position
E.g. student, faculty, staff, alumni, other. If a group, list different positions.
7. Local language familiarity
If a group, indicate number who speak the local language.
8. Visa type
If a group, list different visa types. E.g. tourist, work, student, national.
9. Previous Crisis24 travel briefing?
If a group, has Crisis24 delivered a pre-travel briefing to this group in prior terms/years?
If an individual, list country and date of prior briefing.
10. Prior travel to location
If a group, indicate number who have been to location before.
If an individual, describe when, where, how long for, nature of prior trip, other relevant details.
11. Experience with high-risk travel
If a group, indicate number who have experience with high-risk travel.
If an individual, describe when, where, how long for, nature of prior trip(s), other relevant details.

Section 2: Visit Details

12. Visit location(s) and date(s)
List countries, cities, or areas and the dates of travel per location

14. Purpose of visit - Include summary of activities, name of local host organization, etc.

15. Lodging description - Describe type of accommodation, address, and other relevant details, such as security features, etc.

16. Primary work site(s) - Provide address and other relevant details, such as security features, etc.

17. Government/military site visit(s)? Describe site location, and other relevant details of site visit, such as when, how long, and purpose of visit.

18. Technology, data, intellectual property (IP), or other sensitive information you plan to take

NOTE: *Depending on where you are going and what you are taking with you, you should consult with your [UC campus Export Control Officer](#).*

19. Transportation plan - Include type (charter, public, private car) and other relevant details such as security features, etc.

20. Traveling alone? If no, describe who will you be travelling with.

Section 3: Other requests

21. Do you have any specific concerns you would like addressed during the briefing? (e.g. concerns tied to the purpose of travel or concerns specific to the travellers)

22. Is there any other information that you feel we should be aware of to aid in the preparation for or the delivery of the briefing?

23. Please provide several briefing dates and times (state time zone).

Note: Briefing can last up to one hour. Ideally, provide 5 working days' notice.