

Erasmus University Rotterdam Safety & Security travel abroad checklist

PRIOR TO DEPARTURE



STEP 1

- Register your emergency contact information in Osiris under “abroad”.
- Make sure that your emergency contact information is complete and up-to-date! In case of a change of contact details (address, telephone number) of yourself or your emergency contacts during your stay abroad you need to update your data in Osiris immediately!

STEP 2

- Go to the website of the Dutch Ministry of Foreign Affairs in order to check the travel advice of the country/countries that you are intending to visit:
<http://www.rijksoverheid.nl/onderwerpen/reisadviezen>
- The classifications by the Dutch Ministry of Foreign Affairs can be recognized by colour:

Green:	no particular security risks
Yellow:	note: security risks
Orange:	only necessary trips (study is not seen as necessary)
Red:	do not travel

- If the country or part of the country you are visiting is classified as “red” then you are not allowed by Erasmus University to go to that country or region. Your exchange, internship or research will not result in study credits (ECTS) for your study programme at EUR.
- If the country or part of the country you are visiting is classified as “orange” then are not allowed by Erasmus University to go to that country or region. Your exchange, internship or research will not result in study credits (ECTS) for your study programme at EUR. There might be an exception if you have a social safety net there. These students should sign a statement beforehand. It should also be clear that EUR cannot do anything for those students if the situation gets worse. Important note: travel insurances are not valid in countries with an orange or red code, students should be very aware of that.

- If the country or part of the country you are visiting is classified as “yellow” then we advise you to make a risk analysis before departure. Though it is not obligatory to make a risk analysis, we urgently recommend you to do so. Please be aware that these colors can rapidly change due to the pandemic: a yellow country/region can suddenly change into a lock down situation with travel and/or education restrictions as a result.
- In January 2020 the Dutch Ministry of Foreign Affairs offered help to those stuck abroad to come back to the NL. Unlike then, they (and so is EUR) will not offer that kind of help to those who decide to travel now. Travel preparations such as permit, flights etc. are at own risk.
- If you are a national of another country than the Netherlands, then also check the travel advice of your own country. The website <http://ec.europa.eu/consularprotection> offers an overview of travel advices of the ministries of foreign affairs of all EU countries (not very user-friendly). For the US please visit: <http://travel.state.gov/content/passports/english/country.html>
- Download the Travel Advice App of the Dutch Ministry of Foreign Affairs to easily receive updates and access contact details of Dutch embassies/consulates during your stay abroad: <http://www.rijksoverheid.nl/onderwerpen/reisadviezen/reisadvies-app>

STEP 3

- All Dutch students, EU students and non-EU students with a valid residence permit **to stay in the Netherlands** must register at Nederland Wereldwijd, the online registration system of the Dutch Ministry of Foreign Affairs: <https://informatieservice.nederlandwereldwijd.nl/>. This is to ensure that the *Dutch* embassy/consulate in the country you are visiting, is aware of your presence.
- All other students must register *at their own* Embassy/Consulate in the country they are visiting.
- For contact details of Dutch Embassies and Consulates abroad please check: <http://www.government.nl/issues/embassies-consulates-and-other-representations>
- If you change your address and/or your telephone number you must always inform all parties concerned (EUR via Osiris, the Embassy and your family/friends)

STEP 4

- Check the “Wijs op reis” website of the Dutch ministry of Foreign Affairs for important information and advice to prepare for your stay abroad: <http://www.rijksoverheid.nl/onderwerpen/wijs-op-reis>

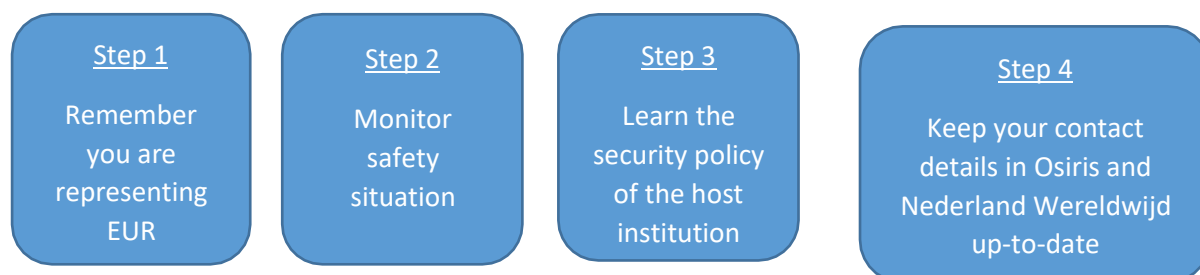
STEP 5

- **Fill in and print the ICE emergency details card carry it with you at all times! You can find it on the last page of this document.**
- Put the local emergency number and EUR emergency number also in your mobile phone
- Scan important documents: make a scan of all your important papers such as your passport, tickets, health insurance card, travel insurance, credit card and debit card (plus the telephone numbers for blocking your cards if required) and send them to your email address as attachment.

STEP 6

- Obtain health advice & vaccinations at your local GGD at least 2 months before departure. The GGD provides advice on matters such as preventative measures, vaccinations and anti-malarial medication. For GGD Rotterdam, please visit <http://www.ggdrotterdamrijnmond.nl/>
- For general travel advice regarding health and vaccinations you can go to www.lcr.nl (in Dutch) or www.nathnac.org (in English)

IN COUNTRY



STEP 1

- In all your actions please remember that you are representing Erasmus University Rotterdam and that you are not permitted to engage in activities that could damage the reputation of Erasmus University Rotterdam

STEP 2

- Stay informed of the security situation in the country where you are staying.
- If you have installed the Nederland Wereldwijd “[24/7 BZ app](#)” then you can register for notifications in case of changes in the travel advice for your country/region: <http://www.rijksoverheid.nl/onderwerpen/reisadviezen/reisadvies-app>. Otherwise, please regularly check the travel advice on the website of the Dutch Ministry of Foreign Affairs (<http://www.rijksoverheid.nl/onderwerpen/reisadviezen>) or the website of the Dutch embassy/consulate in the country you are visiting whether there are changes in the advice.

STEP 3

- Check whether the host institution has a policy in place for their students/employees regarding safety & security procedures and emergency measures. You need to familiarize yourself with these procedures and measures and comply with the security policy and instructions issued by the host institution and/or EUR!

STEP 4

- Ensure that your contact details, especially your local phone number, are always up-to-date in Osiris abroad and at [Nederland Wereldwijd](#). This allows us to reach you in case of emergencies.

WHAT TO DO IN THE EVENT OF AN EMERGENCY OR INCIDENT DURING YOUR STAY ABROAD?

- Call the emergency number of your insurance company and have your travel insurance policy number ready;
- Call the emergency number of the (Dutch) embassy/consulate which you have noted down;
- Call the EUR's central emergency number: tel. +31 (0) 640847882.
- Inform your EUR supervisor and/or your faculty's international office;
- Inform your local supervisor and/or local international office;
- Inform your parents and friends;

What to do when the country where you are staying changes into the orange or red code for instance due to the COVID-19 pandemic?

- Leave the country or area as soon as safely possible.
- Follow the advice from your own embassy.

Local contact information

Local contact person (name, role, phone number)	
Local embassy	
Main Address	

Security Overview



Who will you call in case of an emergency?	
Who will you call outside office hours?	
In case you have to leave the country or area, what is your plan?	
<ul style="list-style-type: none"> - Do you (already) have local contacts and a safety net that you can fall back on? - Or does the embassy know you are going abroad? 	

Risk analysis

Make a brief risk analysis and answer the following. What are the risks: <ul style="list-style-type: none"> - for you in the area - during the specific period you are abroad - for the activities you are going to undertake 	
What measures have you taken to reduce risks?	
What measures are in place in case of unforeseen financial problems or needs?	

INFORMATION TO CARRY AROUND ON A LITTLE CARD WHEN IN FIELD

(Please fill, print, cut and carry on with you all the time)

 <p style="color: red; margin: 0;">ICE - EMERGENCY CARD</p> <p>Name:</p> <p>Nationality:</p> <p>Sex:</p> <p>Blood type:</p> <p>Allergies:</p> <p>Medical Insurance:</p> <p>Others:</p>	 <p style="color: red; margin: 0;">ICE - EMERGENCY CARD</p> <p style="margin: 0;"><u>Contacts in Case of Emergency:</u></p> <p>1st - Johana Doe (+31) 6 5111 1111</p> <p>2nd – John Doe (+31) 6 11111 0000</p> <p>3rd – XXX (+31) 6 xx</p> <p>Local 1: _____</p> <p>Local 2: _____</p>
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