

**NATIONAL UNIVERSITY OF SINGAPORE**  
**STUDENT/STAFF OFFICIAL OVERSEAS TRIP SAFETY GUIDELINES**

Besides the normal administrative briefing covering travel information & precautions (health condition, weather, traffic & driving, accommodation, food & water, money, culture & customs, social & political situation, security hot spots/high risk areas to avoid), information of the overseas university/college & office, etc, the NUS Department that is organizing the trip should inform their Staff and Students of the following so that the participants can make the necessary preparation before going overseas and take appropriate actions when they are abroad.

**Before Going Overseas**

1. Take the necessary vaccination (general or specific) according to personal needs, nature of the activity, immigration requirements, local regulation or the health situation of the destination country.
2. Have appropriate and adequate travel insurance. Know the grave implications of having insufficient coverage or no coverage at all.
3. Student/Staff must sign the indemnity form for the event/overseas trip.
4. Make copies of Personal Travel Documents (Passport, VISA, etc) and keep them separately (1 copy with traveller, 1 copy with the trip organizer/team leader, 1 copy with the faculty/department/office in Singapore).
5. Obtain emergency contact numbers and keep them readily accessible
  - a. If there is a local sponsor for the activity, obtain the local sponsor's contact number(s)
  - b. Local emergency contact number(s), addresses and/or email (University, college, office, emergency services (police & hospital), Singapore Embassy/High Commission/Trade Office, etc).
  - c. NUS Campus Security Hotline: +65 68741616.
  - d. Faculty/Department/Office telephone number & Duty Officers number (if any).
  - e. Faculty/Department/Country Manager's contact number(s), i.e. office, mobile & home numbers.
6. Sign up & register at the MFA website before traveling overseas (so that MFA overseas mission can help in times of need, especially to extricate the person in times of emergency, political unrest, war, natural disaster, riot, etc...). <http://www.mfa.gov.sg/internet/eregister/eregister.html>.

- a. This is mainly for the benefit of Singaporeans & Permanent Residents. When travelling in a team, all personnel in the team/group (both Singaporeans & non-Singaporeans) can register with the MFA eRegister under Group Registration for MOE/IHL. This eRegister is not applicable to individual NUS foreign student/staff. NUS foreign student/staff is advised to register with their respective Ministry of Foreign Affairs for their travel, if such a service is available.
  - b. Once registered, traveller is to monitor his/her handphone and email for updates and advice sent by MFA regarding the situation in the city/country.
7. The individual to inform the NOK/family of their travel arrangements. It is undesirable for NUS if the NOK/family finds out that their loved one is on NUS official overseas assignment/trip only when the person is involved in emergency/accident etc overseas.

### **When In Overseas**

8. Always keep your identification document with you (passport, a card stating your particulars, local and Singapore emergency contacts, emergency call numbers, etc...).
9. Student/Staff is to update the Faculty/Department office/manager of the following:
  - a. Person's contact number(s) and address when overseas.
  - b. Any change of location and/or contact no(s) e.g. change of place of stay; change of overseas office due to official move
  - c. Going on holiday trip in other places/countries in between official assignments. (This is optional, but you are strongly encouraged to do so.)
10. Find out from the locals the dangerous and high crime rate areas and security hot spots that should be avoided.
11. Familiarize yourself with the local traffic conditions and practise road safety, especially if you are driving in foreign country.
12. Always maintain a high level of situational awareness. Be aware of social and political unrests, natural and man-made disasters. Examples are strikes, protests, terrorist attacks, large scale industrial accidents/disasters, natural disasters such as earthquake, typhoon/hurricane, flood, volcanic eruption, epidemic and pandemic, etc.
13. When the situation stated above happens or is imminent:

- a. Find out from the locals where the safe areas are (examples are emergency assembly areas, emergency shelters, reporting centres, aid stations, etc).
  - b. Student/staff is to monitor his/her handphone and email for updates and advices sent by MFA regarding the situation in the city/country.
  - c. Keep in touch with their NOK and the trip organizer in NUS. Apart from mobile phones, email, Facebook, Twitter and other new media tools can be used to maintain contact.
14. As far as possible, make known your itinerary (scheduled activities for the day, day trip, short visit, over-the-weekend trip, etc) to your family, or office, or friends, or your group/travel partner via any means possible. Leaving a printed schedule or written note of your intended trip in the hotel room before setting off for the visit.
15. Avoid moving about or visiting unfamiliar areas alone, especially at night. As far as possible, move in a group of at least two persons.
16. If you encounter a threatening or an unsafe situation along the street or in public area:
- a. Get away from the incident site immediately.
  - b. Move immediately and quickly into a crowded area if you are being stalked or threatened.
  - c. Approach any police officer in sight, or go to any police post/station in the immediate vicinity.
  - d. Seek help from the locals.
  - e. If you are unable to get away from the incident site, hide yourself at a safe place.
  - f. Call the local police for help as soon as possible whenever there is an opportunity.
  - g. Contact the local sponsor/office/supervisor for help.
  - h. If all fails, call Campus Security Hotline, or NUS faculty/department/office, or your supervisor.
17. When in a tight or life threatening situation, personal safety and survival is of utmost importance; money and property can be sacrificed to secure your safety.