## 

Prepared by

**Australian Federal Police**

Version: 1.6 – March 2020

NSO Preparation for International Travel

Security Checklist

## Introduction

This Security Checklist (Checklist) forms part of the AIS Critical Incident Framework and has been developed by the AFP to assist National Sporting Organisations (NSOs) prepare and plan prior to any representative teams traveling overseas for major events or tours.

The Checklist is comprehensive and should commence filling out well before the intended travel.

This Checklist is a working document for the travelling team to keep, add to and refer to for the duration of the travel.

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| --- | --- | --- | --- | --- |
|  | **Section** | | **Page** | **Completed?** |
| 1 | Safety and Security | | 3 | Y / N |
| 2 | Passport and Visa | | 6 | Y / N |
| 3 | Health | | 7 | Y / N |
| 4 | Insurance | | 9 | Y / N |
| 5 | Money | | 10 | Y / N |
| 6 | Communications | * Mass Messaging System | 11 | Y / N |
|  | | * Alert Levels | 11 | Y / N |
|  | | * Contact Tree | 13 | Y / N |
|  | | * Phones and IT | 14 | Y / N |
| 7 | Transport | | 15 | Y / N |
| 8 | Accommodation | | 15 | Y / N |
| 9 | Evacuation Plan | | 17 | Y / N |
| 10 | Emergency | * Contacts | 18 | Y / N |
|  | | * If a traveller is arrested or detained | 18 | Y / N |
|  | | * If a traveller is a victim of crime | 19 | Y / N |
|  | | * If a traveller is affected by crisis | 19 | Y / N |

**Notes:**

1. Safety and Security

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| What country is your group travelling to? | | | |  |
| What region or cities are your group travelling to? | | | |  |
| Have you read the DFAT Smartraveller advice for the country? | | | | Y / N |
| What is the official travel advice for that country? | | | | |
| Green | |  | Exercise normal safety precautions |  |
| Yellow | |  | Exercise a high degree of caution |  |
| Orange | |  | Reconsider your need to travel |  |
| Red | |  | Do not travel |  |
| What are the main security issues listed on DFAT Smartraveller for the destination country? | | | | |
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| Have you researched each security issue? | Y / N |
| Some research websites include:   * CIA World FactBook *(www.cia.gov/library/publications/the-world-factbook)* * Overseas Security Advisory Council *(www.osac.gov)* * Smarter Travel *(*[*www.smartertravel.com*](http://www.smartertravel.com)*)* * Trip Advisor *(*[*www.tripadvisor.com.au*](http://www.tripadvisor.com.au)*)*   DFAT Smartraveller also provides specific travel advice for many situations, such as: business travellers, duel nationals, female travellers, LGBTI travellers, travelling with a disability, senior travellers, student travellers, travelling with children. | |
| Have you considered strategies to reduce or avoid each security issue? | Y / N |
| What strategies have you put in place to address each of the identified security issues? | |

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| Consider conducting similar research on any transit countries you group will be travelling through to get to your destination country. | |
| Have you discussed the security issues and the strategies to reduce or avoid the security issues with other Travel Leaders? | Y / N |
| Have you advised the travelling group of the security issues and the strategies to reduce or avoid the security issues? | Y / N |
| Have you subscribed to DFAT Smartraveller to receive country information bulletins? | Y / N |
| You can follow DFAT Smartraveller on Facebook and Twitter.  You can follow your destination countries Embassy, High Commission or Consulate on Facebook. | |

2. Passport and Visa

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| Consider the travel documents required for your entire travel group. Conduct research to ensure your group can move in and out of transit countries and your destination country with minimal disruption. Recommended resources include:   * DFAT Smartraveller * Australian Passport Office *(www.passports.gov.au)* * Official country website. | |
| Does each traveller have a current and valid passport?  *Many countries require travellers to have at least six months validity remaining on their passports. Immigration authorities may refuse entry if you arrive with less than this.* | Y / N |
| Are any travellers passports damaged?  *Does your passport have water damage or are any pages torn? Some countries may deny entry if passport is damaged or appears tampered with.* | Y / N |
| Are visas required for your destination country?  *The validity and type of visa must be strictly adhered to. Failure to depart the country by the due date may result in a fine and future problems with authorities. Visa scams are common. Check the DFAT Smartraveller advice for the correct links or contact the Embassy of your destination country.* | Y / N |
| Are any travellers intending to travel on a foreign passport?  *Dual citizens may encounter implications when travelling to the country of their other nationality. People trying to enter Australia as an Australian citizen but without an Australian passport will face difficulties and delays. An Australian passport is the preferred and most conclusive proof of Australian citizenship when travelling.* | Y / N |
| Have you advised each traveller to store a digital copy of each page of their passport? | Y / N |
| Have you advised each traveller to send the travel leader a digital copy of the information page of their passport? | Y / N |
| Have you advised each traveller to leave a hard-copy of their passport and visa with a trusted person in Australia? | Y / N |
| Have you advised each traveller to store a digital and hard-copy passport photo? | Y / N |

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| Are there any politically sensitive entry stamps in the traveller’s passport from previous travel that may hinder entry into the destination country?  *Some countries may refuse entry or re-entry if a passport contains evidence of travel to certain other countries. Border officials may offer a stamp entry card in lieu of a passport stamp. Do your research on entry requirements.* | Y / N |
| Are there other restrictions to a traveller’s ability to exit and re-enter Australia? *Such as criminal history, child custody issues or visa issues.* | Y / N |
| Has each traveller pencilled emergency contact details in their passport in case the passport is lost? | Y / N |
| General advice for travelling with a passport:   * Keep passport concealed when travelling * Use a flat money belt or inner pocket compartment to carry the passport * Carry cash/cards and passport separately * Never carry a passport in a back pocket.   Lost or stolen passport:   * Contact the nearest Australian Embassy, High Commission or Consulate as soon as possible ([www.dfat.gov.au/about-us/our-locations](http://www.dfat.gov.au/about-us/our-locations)) or * 24-hour DFAT Consular Emergency Centre on +61 26261 3305 * Apply for an emergency replacement passport * Report the matter to the nearest police station * Obtain a copy of the police report for insurance purposes. | |

3. Health

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| Identify the medical needs of each traveller to ensure they have taken any required measures prior to travel. Research country specific health requirements and recommendations. Some Australian medication is illegal in some countries. Recommended resources include:   * DFAT Smartraveller * Travel Doctor *(www.traveldoctor.com.au)* * Official country website | |
| What are the DFAT Smartraveller health risks for the destination country? | |
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| Have you considered strategies to reduce or avoid each health risk? | | Y / N |
| What strategies have you put in place to address each identified health risk? | | |
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| Are there any vaccinations required for travel to the destination country or areas within the country?  *It is recommended to make an appointment at a travel clinic at least six weeks prior to the departure date. Some vaccines require multiple dosages or longer times to take effect.* | | Y / N |
| Do any travellers require specific medications?  *Ensure the medication is legal in the destination country by contacting the country Embassy or Consulate.* | | Y / N |
| Does the traveller have sufficient medication for the duration of the trip?  *Take enough medication to cover an unexpected delay or cancellation.* | | Y / N |
| Does the traveller need a medical note to carry the medications?  *Leave the medicine in its original packaging so it is easily identified and clearly labelled with a name and dosage instructions.* | | Y / N |
| Does any traveller have specific allergies? | | Y / N |
| Does consideration need to be given to minimise the risk of exposure to allergens? | | Y / N |
| Do travel leaders need to carry additional medications in case of emergencies? | | Y / N |
| Have you researched the nearest or most appropriate medical facilities? | | Y / N |
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| General advice:   * Be wary of water and food contamination such as unpasteurised dairy products and ice cubes in drinks * Carry a first aid kit * Avoid insect and animal bites or scratches and use insect repellent where appropriate * Wash hands regularly. | | |

4. Insurance

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| Travel insurance is essential!  Identify the needs of the travelling group select the most suitable travel/medical coverage to cover contingencies with minimal disruptions. Carry out due diligence with any prospective insurer to ensure the most suitable and appropriate cover. Resources include:   * DFAT Smartraveller * Choice insurance buying guide *(www.choice.com.au/money/travel-insurance)* * ASIC *(*[*www.moneysmart.gov.au/insurance/travel-insurance*](http://www.moneysmart.gov.au/insurance/travel-insurance)*)* | |
| Do you and your travelling group have comprehensive travel insurance cover?  *Ensure your travel insurance covers all medical expenses for injury and illness, theft of valuables, damage to baggage and flight cancellations/interruptions.* | Y / N |
| Is there a high chance of natural disasters occurring in your destination country? | Y / N |
| Will the travel insurance policy cover any likely natural disasters? | Y / N |
| Should the entire travelling group be insured with the same insurer to simplify issues? | Y / N |
| If all travellers are using different insurers, does the Travel Leader have details of the insurers and insurance policies? | Y / N |
| Have you advised all travellers to retain an electronic copy of their travel insurance policy? | Y / N |
| Have you advised each traveller to leave details of their insurance policy with a trusted person in Australia? | Y / N |
| General advice:   * Research your destination and ensure you are aware of any risks and safety issues * Ensure your policy covers you for every country you are travelling to, including stop-overs in other countries | |

5. Money

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| To minimise the risk of robbery, theft or loss of cash, investigate the most appropriate means of accessing money, changing currency and how it is carried by individuals. Recommended resources include:   * DFAT Smartraveller * Currency converter * Online banking applications such as Commonwealth Bank or Westpac to facilitate travel cards and currency rates. | |
| Have you researched the currency of your destination? | Y/ N |
| Have you researched the limitations of credit card use at your destination?  *Some shops, restaurants, even hotels overseas don’t have credit card facilities and may only accept cash.* | Y/ N |
| If you intend using a credit card, have you advised the card issuer of your travel? *Any sudden international activity on your account may trigger the issuer’s fraud alert system and may suspend the card use.* | Y/ N |
| Have you researched the risk of robbery or theft at your destination? | Y/ N |
| Are standard precautions (as you would use in Australia) sufficient to minimise the risks? | Y/ N |
| Have you advised each traveller of the results of your research? | Y/ N |
| Have you advised each traveller to use anti-theft money belts? | Y/ N |
| Have you advised each traveller to carry minimal amounts of cash? | Y/ N |
| Have you advised each traveller to avoid ‘street’ or ‘black market’ currency exchanges? | Y/ N |
| Have you advised each traveller not to visit ATMs alone?  *Avoid using ATMs that open onto the street. Use ATMs in controlled areas such as banks or shops.* | Y/ N |
| Have you advised each traveller to avoid displays of wealth?  *Don’t wear expensive watches or jewellery.* | Y/ N |
| Have you considered the use of travel debit cards?  *As offered by a wide variety of banks and airlines.* | Y/ N |

6. Communications

Mass Messaging System

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| Consider using a **mass message system** to enable fast distribution of information and to manage individual whereabouts. Recommended resources include:   * WhatsApp *(*[*www.whatsapp.com*](http://www.whatsapp.com)*)* * Microsoft Teams * Viber *(*[*www.viber.com*](http://www.viber.com)*)* * Facebook Messenger *(*[*www.facebook.com/messenger*](http://www.facebook.com/messenger)*)* * Groupme *(*[*www.groupme.com*](http://www.groupme.com)*)* | | | |
| Once you have implemented the mass messaging system: | | | |
| Have you tested the mass messaging system? | | | Y/ N |
| Are you satisfied with the mass messaging system test results? | | | Y/ N |
| Are there any faults in the testing of the mass messaging system? | | | Y/ N |
| How can you fix these faults? | |  | |
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| After testing/retesting the mass messaging system, are you confident that in an emergency: | | | |
| 1 | A message can be distributed to each traveller with confirmation of receipt and reply? | | Y/ N |
| 2 | The whereabouts of each traveller can be established? | | Y/ N |

Alert Levels

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| Consideration should be given to using an alert level system to enable rapid distribution of alerts and instructions. The attached example is a simple colour-coded alert system. Four colours indicate the level of alert with standard corresponding instructions. The colour codes and instructions can be distributed to each traveller to keep with them and refer to when required. | | | |
| **Colour Codes** | | **Status** | **Instructions** |
| White |  | Standard status | * Before leaving accommodation or venue, make a plan and advise your Travel Leader:   + where you’re going   + when you intend to return   + who are you going with * Always carry a charged mobile phone * Exercise normal safety precautions (as you would do in Australia) |
| Orange |  | An incident may have occurred | **Inside accommodation or venue:**   * Remain where you are * Await further instructions from your Travel Leader   **Outside accommodation or venue:**   * Report to your Travel Leader and advise of your safety status * Await further instructions from your Travel Leader * Use of public transport is permitted |
| Red |  | A major incident may have occurred | **Inside accommodation or venue:**   * Remain where you are * Report to your Travel Leader and advise of your safety status * Use of public transport is **not** permitted   **Outside accommodation or venue:**   * Remain at your location if it is safe to do so * Report immediately to your Travel Leader and advise of your safety status * Await further instructions * Use of public transport is **not** permitted |
| Black |  | A terrorist incident may have occurred | **Inside accommodation:**   * Return to your room if it is safe to do so * Lock the door * Go into the bathroom, lock the door, take your mobile phone (switch to silent) and a charger * Call your Travel Leader (or emergency number) and advise:   + Brief situation   + Name   + Location   + Who you are with   + If anyone is injured * Do not answer the door or landline telephone * Keep mobile phone communications to a minimum and remain quiet * Do not use social media as this may identify your location   **Inside competition or training venue:**   * Follow all instructions from venue emergency staff * Depending on your circumstances either call your Travel Leader (or the emergency number) and advise of your safety status * Await further instructions   **Outside accommodation or venue:**   * Do not use public transport * Remain in your current location if it is safe to do so * Call your Travel Leader (or emergency number) and advise:   + Brief situation   + Name   + Location   + Who you are with   + If anyone is injured * Await further instructions |

Contact Tree

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| Consider developing a **contact tree** and a chain of command to ensure:   * All travellers can be contacted during an emergency * Travellers safety status and welfare needs can be quickly established | | | |
| Once you have implemented the contact tree: | | | |
| Have you tested the contact tree? | | | Y/ N |
| Are you satisfied with the contact tree test results? | | | Y/ N |
| Are there any faults in the testing of the contact tree? | | | Y/ N |
| How can you fix these faults? | |  | |
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| After testing/retesting the contact tree, are you confident that in an emergency: | | | |
| 1 | Each traveller will be contacted | | Y/ N |
| 2 | The safety status and welfare needs of each traveller will be established | | Y/ N |

Phones / IT

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| Research the best options for mobile phone and internet access overseas. Consider establishing a social media policy to ensure all travellers understand the limitations surrounding internet usage.  Remember, Public Wi-Fi offered by hotels, cafes, shopping malls and airports are usually unencrypted so are easily hacked. Anyone using the same public Wi-Fi network can spy on users browsing sessions. If travellers use public Wi-Fi, they should not transmit valuable or personal information. | |
| Have you considered global roaming for travellers? | Y/ N |
| Have you considered a pre-paid in-country SIM or other options? | Y/ N |
| Does at least one Travel Leader have constant phone/email access for the duration of the travel? | Y/ N |
| Have you advised all travellers of the security issues when attempting to connect to public Wi-Fi? | Y/ N |
| Are any travellers carrying more than one smart device? (laptop, iPad, iPhone) | Y/ N |

7. Transport

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| Consider the needs of your group when travelling in your destination country. It may be best to pre-arrange transport, such as a tour bus or hotel shuttle to simplify any issues. | |
| Have you pre-arranged transport from the airport to your accommodation? | Y/ N |
| Have you pre-arranged transport from your accommodation to venues? | Y/ N |
| Is the transport with a well-known, reputable company? | Y/ N |
| Do drivers have a clearly displayed, valid licence? | Y/ N |
| If driving, do you require an International Driving Permit? | Y/ N |
| Have you researched local road rules? | Y/ N |
| Does DFAT Smartraveller list any issues to consider when driving in the destination country? | Y/ N |
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| Does DFAT Smartraveller list any issues to consider when using taxis or public buses in the destination country? | Y/ N |
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8. Accommodation

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| Consider the safety and accessibility requirements of the accommodation. To minimise the likelihood of any disruption, research the locations and security provisions of the accommodation thoroughly.  Recommended resources include:   * DFAT Smartraveller * TripAdvisor * Bookings.com | | | |
| Does the accommodation address the security issues listed in the DFAT Smartraveller advice? | | | Y/ N |
| Is the accommodation reliably recommended? | | | Y/ N |
| Is the accommodation with a well-known, reputable company? | | | Y/ N |
| Does the accommodation have security staff on site? | | | Y/ N |
| Are the security staff employed by the hotel? | | | Y/ N |
| Does the accommodation have CCTV equipment installed? | | | Y/ N |
| Are cameras monitored by security staff? | | | Y/ N |
| Is there a direct number to security? | | | Y/ N |
| Travel Leaders should introduce themselves to the security manager. Provide details and group configuration to the security manager | | | |
| Security manager’s name: | |  | |
| Security contact number: | |  | |
| Have you pre-arranged transport from the airport to the accommodation? | | | Y/ N |
| Have you provided an estimated time of arrival to the accommodation? | | | Y/ N |
| Have you requested a dedicated staff member to check-in the group? | | | Y/ N |
| What identification is required to be produced for each traveller to check-in?  *Be prepared with copies of passport information pages.* | | | Y/ N |
| Have you requested rooms between the first and fifth floors?  *Ground floor rooms and 6th floor and above rooms are considered less safe.* | | | Y/ N |
| Do you have a floor map of the accommodation? | | | Y/ N |
| Have you documented each traveller’s room number, floor and location? | | | Y/ N |
| Have you provided each traveller with Travel Leader’s room numbers? | | | Y/ N |
| Is access to accommodation rooms restricted to guests only? | | | Y/ N |
| Is hotel reception open 24 hours? | | | Y/ N |
| Have you checked room doors, windows and locks to ensure they’re working correctly?  *Ensure each traveller checks their doors, windows and locks. If any are faulty, notify staff for immediate repair or room change.* | | | Y/ N |
| Have you checked the in-room safe?  *If the in-room safe does not appear securely anchored with a secure locking mechanism, do not use it and advise each traveller not to use the in-room safe.* | | | Y/ N |
| Does the hotel have a safe?  *If you use the hotel safe ensure you get a receipt for any item you store.* | | | Y/ N |
| Have you walked the floors of the accommodation? | | | Y/ N |
| Have you confirmed and documented the following: | | | |
| 1 | Each travellers room number | | Y/ N |
| 2 | There are clearly marked exits on each floor | | Y/ N |
| 3 | A clearly visible evacuation map on each floor | | Y/ N |
| 4 | Identifies stairs and/or fire escapes | | Y/ N |
| 5 | Walked the stairs/fire escapes, noting exit locations  *Do the stairs/fire escapes lead to the hotel lobby or exit the building?* | | Y/ N |

9. Evacuation Plan

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| If an emergency occurs, you need to be prepared to evacuate the accommodation or venue. It is important to have an evacuation plan that is easy to follow and understood by each traveller.  Accommodation or venue security may have established evacuation plans. Research current evacuation plans to use/modify to suit your needs. | | |
| Have you developed an evacuation plan? | | Y/ N |
| Have you consulted accommodation security in the development of the evacuation plan? | | Y/ N |
| Have you appointed an Emergency Evacuation Leader/Team? | | Y/ N |
| Have you advised and instructed each traveller of the evacuation plan? | | Y/ N |
| Have you provided each traveller with an evacuation plan map? | | Y/ N |
| Have you tested the evacuation plan? | | Y/ N |
| Are you satisfied with the evacuation plan results? | | Y/ N |
| Are there any faults in the testing of the evacuation plan? | | Y/ N |
| How can you fix these faults? |  | |
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| After testing/retesting the evacuation plan, are you confident that in an emergency: | | |
| Each traveller can be quickly and safely evacuated from the accommodation or venue? | | Y/ N |

10. Emergency

Contacts

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| What are the contact details of the Embassy, High Commission or Consulate in your destination country? | |
| Address: |  |
| Contact Name: |  |
| Contact numbers: |  |
| The Australian Government provides a 24 hour Consular Emergency Centre for immediate consular assistance. The contact numbers are: +61 2 6261 3305 or +61 420 269 080 | |
| What are the contact numbers for: | |
| Police |  |
| Fire Brigade |  |
| Ambulance |  |

If a traveller is arrested or detained

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| Australian citizens are subject to the laws of the country they are visiting. Those laws may differ significantly from Australian laws. If an Australian citizen is arrested or detained overseas, they must go through the legal process as defined by that country  Know the local laws of the destination country and obey those laws. | |
| 1 | The arrested or detained person should remain calm, act sensibly and don’t become aggressive |
| 2 | Contact the Australian Embassy, High Commission or Consulate as soon as possible |
| 3 | Cooperate as much as possible can without incriminating yourself  *Remember, anything you say or do, can be used against you as evidence* |
| 4 | Don’t sign any documents without legal advice |
| Remember, the Australian Government will do what they can to assist an arrested or detained person, but they must work within the legal and administrative processes that apply to the country. They cannot:   * Get an arrested or detained person released * Arrange bail or pay fines to secure the release * Give legal advice or conduct investigations   The DFAT Smartraveller Consular Service Charter provides an outline of the consular service and assistance the Australian Government can provide. | |

If the traveller is the victim of a crime

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| Being a victim of a crime whilst travelling overseas is a very distressing experience. As well as coping with the crime itself, the victim will also have to deal with the local police and perhaps the countries judicial system.  Some crimes may impact directly on travels, i.e. the theft of passport, credit cards or phone. If assaulted, the victim may need to be medically examined and seek medical treatment. Communicating with foreign medical staff and authorities can be frustrating and stressful. | |
| 1 | The victim should try and remain calm. They should make a note of times, places, names, licence plates, witnesses and any other details that may assist authorities |
| 2 | Report the matter to local authorities |
| 3 | Obtain a copy of the police report, or at least obtain the report number for reference |
| 4 | Contact the Australian Embassy, High Commission or Consulate as soon as possible |
| Tips to avoid becoming a victim of a crime whilst travelling overseas:   * Don’t travel alone. Always travel in groups or in pairs. Advise someone of the travel plans. * Be aware of surroundings. Be alert. * Don’t look like a victim. Look confident. Don’t look helpless or defenceless. * Keep valuables concealed. Don’t flash cash. Wear a concealed money-belt or at least keep valuables in an inner pocket | |

If a traveller is affected by a crisis

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| A crisis can include a terrorist attack, major political unrest, natural disaster or many other incidents.  If a traveller is affected by a crisis overseas, it is advised that they follow the instructions of local authorities, leave the crisis area if it is safe to do so and do not return until the crisis is over and the area has been re-opened to the public.  Avoid all crowds, demonstrations and large gatherings. | |
| 1 | Try to remain as calm as possible. Follow instructions of local authorities |
| 2 | As a matter of urgency, make contact with family to confirm safety |
| 2 | Monitor local media |
| 3 | Leave the area if it is safe to do so and do not return until it is safe to do so |
| 4 | Stay up to date – follow news on social media and subscribe to DFAT Smartraveller |
| The Australian Government provides a 24 hour Consular Emergency Centre for immediate consular assistance. The contact numbers are: +61 2 6261 3305 or +61 420 269 080 | |

For any inquiries about this document, please contact:

* Federal Agent Ron McFadyen, or
* Federal Agent Graham Wilson

Incident and Special Events Team, Protection Operations

Australian Federal Police

**Email:** [**Protection-Special-Events@afp.gov.au**](mailto:Protection-Special-Events@afp.gov.au)

**ATTACHMENTS:**

List 1 – What information do I need to research more?

List 2 – What information do I need to provide to the travelling group?

List 3 – What information do I need to get from the travelling group?

List #1

What information do I need to research more?

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## List #2

2. What information do I need to provide to the travelling group?

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List #3

3. What information do I need to get from the travelling group?

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