



Student International Travel Policy

PURPOSE

The purpose of this policy is to provide procedures for all students traveling on university trips outside the United States.

DEFINITION

University Trip – Includes any trip outside the United States organized, administered, or sponsored by the Study Abroad Office or any other department or school within the University or any other trip outside the United States in which a faculty member and/or staff member is traveling with University students in conjunction with, or as part of, an academic, community service and/or humanitarian endeavor.

POLICY

All students who are traveling abroad on a University trip must register with Red24 at the website: <https://www.red24.com/affiliate/chartis/um/>. The link can also be found in myUM under Online Resources. Students must input their entire itinerary including all locations traveled. Should the itinerary change at any time prior to and/or during the trip, the changes must be updated in the Red24 website.

Approval must also be given by the Director of Risk Management four weeks prior to traveling to the following countries.

1. Colombia
2. Haiti
3. Mexico
4. Ecuador
5. All of the countries located on the U.S. State Departmental travel advisory warning page (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

A copy of the Foreign Travel Insurance Form must be printed and carried by the student while traveling. The form can be found here: https://www6.miami.edu/risk-management/UM_Travel_Guard_ID_Card-FY12.pdf

Students who require travel medicine consultation and/or immunization should schedule an appointment at the [Student Health Service](#) or other medical provider at least six weeks prior to travel.

Any student who does not register with the Red24 program prior to travel will not be authorized to travel. Also, failure to comply with this policy may lead to the non-recognition of credits by the University of Miami for courses taken abroad.

GUIDE

This is a brief guide to assist University of Miami students and faculty in utilizing the security services available while traveling abroad.

The steps below demonstrate how you can view security information as well as the steps necessary for you to input your travel. It is a university requirement for all school sponsored travel to be logged into this system. This enables our security partner to provide better service during an emergency and prevent harm to students and faculty.

Step 1

View the security services site via your UM intranet link in myUM under Online Resource area or visit www.red24.com/umiami. Click proceed if you are a new user (the policy number will be **pre-populated** so you will not need to amend this field.)

OR

if you have pre-registered enter your username and password and skip to **step 3**.



Welcome

University of Miami is pleased to offer a full range of security services provided by Chartis US and their security partner, red24.

After logging in below, you will be able to access many security services, such as a travel safety website for information on virtually any country, travel health advisories, and subscribe to daily news updates. You will also be required to enter your university-sponsored travel information, which will be a helpful tool in the event of an emergency.

1. Enter your details

If this is your first time logging in, please click 'proceed' to get your own membership number and secure password. To view or print your ID card, click [here](#).

New user

Policy number

Proceed

Registered user

If you have already registered, please enter your membership number and password below.

Membership number

Password

Proceed

Lost your password? Click [here](#).



For help logging in call: +1 800 626 2427

Special reports

Al-Qaeda in the Arabian Peninsula (AQAP)

Al-Qaeda in the Arabian Peninsula (AQAP) is a branch of al-Qaeda based in Yemen. In 2010, AQAP began to represent one of the greatest terrorist risks in the region, even surpassing the influence of the primary al-Qaeda group, based in Pakistan's tribal areas.

2. Select your travel security or health service



Travel safety website: Search your intended destination for any safety or security concerns, including areas in which extra vigilance is advised, getting around information, helpful security tips and important contact details.



Daily News: Subscribe to email reports sent each weekday, covering political stability, civil unrest, disease outbreaks, crime patterns and terrorism news from around the world.



Travel health advisories: View our articles on travel-related diseases and ailments, and see country-specific information on health concerns and vaccinations.



24-hour security assistance: Contact a red24 security specialist to discuss any safety concerns for your travel destination or if you need immediate assistance while you are away.



Location alerts: Log your travel details with us to receive email notifications of events in or near your location that present a major safety risk or inconvenience (including terrorism, civil unrest, major transport disruptions and severe weather risks).





Security evacuation: On-the-ground assistance should you be involved in a potentially life-threatening situation while abroad (such as political unrest, violent crime, kidnap and missing persons cases). We will initiate a rescue team, utilising our network of over 400 global security specialists* to assist you in person.

* All red24 global security specialists are professional security consultants with extensive experience in the military, government, police or CID.

Step 2 (only applicable to new users, if existing skip to step 3)

Enter the requested details in the form below and select proceed. If you have selected the option for sending your username and password details, these will be delivered to the email address you've entered. These can be used when returning as a registered user.

[About red24](#)



In order to take advantage of some of red24's services, you will require a unique membership number. This can easily be acquired by filling out the form below.

First name*	<input type="text"/>
Last name*	<input type="text"/>

Email*	<input type="text"/>
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It is advisable to choose a memorable password that you do not currently use for any other forms of online logins.

Username*	<input type="text"/>	
Password*	<input type="password"/>	needs to be a minimum of 6 numbers and letters.
Confirm password*	<input type="password"/>	needs to be a minimum of 6 numbers and letters.

☐ Check this box if you would like to receive confirmation of your username and password via email.



Your username and password will be sent separately. Please note that by checking this box you give red24 permission to send your username and password in **clear text format** to the email address you have provided. Please note that your username and password are stored in an encrypted format in our database. It is advisable to choose a different password to that which you use to access banking or other confidential services.

Please note that fields marked with an asterisk (*) must be completed before sending this enquiry.

Proceed

Click the proceed button and the following confirmation will be received

[About red24](#)




Registration complete

You have successfully completed the registration process. Please click [here](#) to go to the members home page.

The following confirmations will also be received in your email inbox if you chose to receive username and password confirmations.

Email 1




Customer Registration

Dear red24 customer


Thank you for updating your details on the red24 Safety Advice & Response website. Your unique membership number is provided below. You will require these details for logging into our member services.

Please ensure you retain this information for future reference.




Membership number: **TEST123**

Kind regards
The red24 team

 For 24/7 assistance call +1 800 626 2427

Email 2




Customer Registration

Dear red24 customer


Thank you for updating your details on the red24 Safety Advice & Response website. Your password is provided below. You will require these details for logging into our member services.

Please ensure you retain this information for future reference.



Password: **test123**

Kind regards
The red24 team

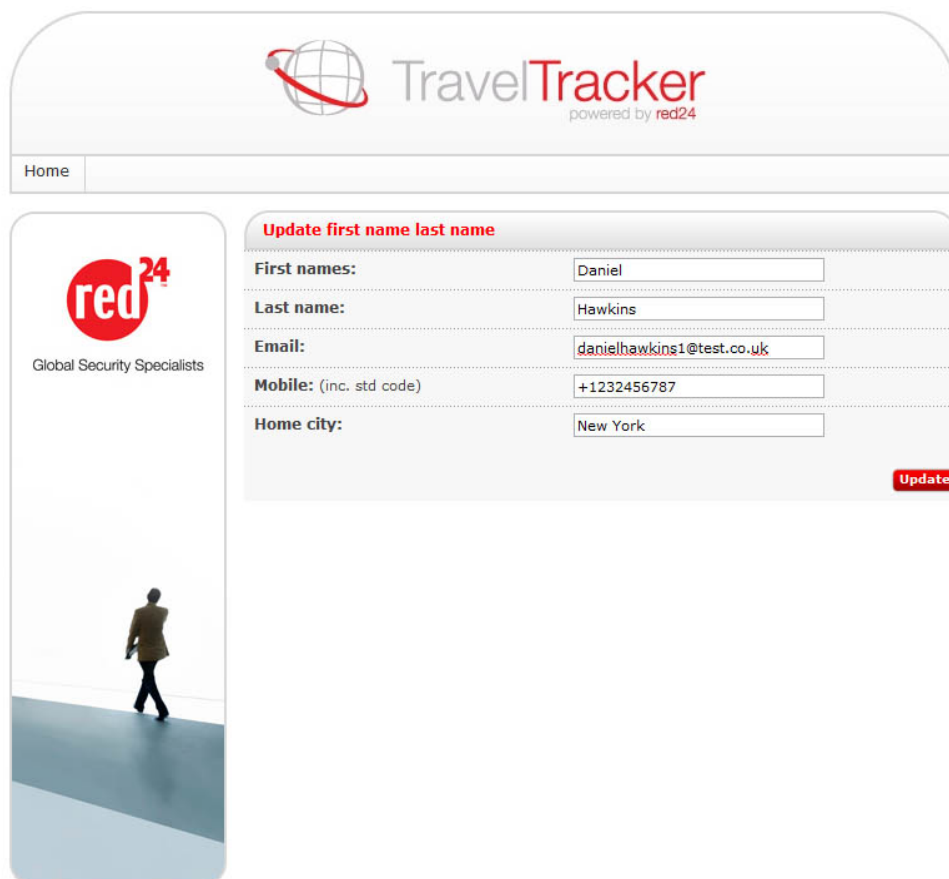
 For 24/7 assistance call +1 800 626 2427

Step 3

Select your chosen service

1. Travel Safety Website
2. Daily News
3. Travel Health Advisories
4. 24 hour Security Assistance
5. Location Alerts
6. Security Evacuation

When selecting “Location Alerts” for the first time you will be asked to complete the below screen:




The screenshot shows the TravelTracker user interface. At the top, there is a header with the TravelTracker logo (a globe with a red line) and the text "TravelTracker powered by red24". Below the header is a navigation bar with a "Home" link. The main content area is divided into two columns. The left column features the red24 logo and the text "Global Security Specialists" above a vertical image of a person walking. The right column contains a form titled "Update first name last name" with the following fields: "First names:" (Daniel), "Last name:" (Hawkins), "Email:" (danielhawkins1@test.co.uk), "Mobile: (inc. std code)" (+1232456787), and "Home city:" (New York). A red "Update" button is located at the bottom right of the form.

Update first name last name	
First names:	<input type="text" value="Daniel"/>
Last name:	<input type="text" value="Hawkins"/>
Email:	<input type="text" value="danielhawkins1@test.co.uk"/>
Mobile: (inc. std code)	<input type="text" value="+1232456787"/>
Home city:	<input type="text" value="New York"/>

[Update](#)


Thereafter the following screen will appear to input and update your own specific travel plans.



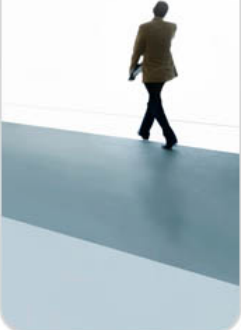
TravelTracker

powered by red24

Home



Global Security Specialists



Daniel Hawkins was successfully updated

Travel Profile

Personal details

Client:	Daniel Hawkins
Email:	danielhawkins1@test.co.uk
Mobile:	+1232456787
Home city:	New York


Edit profile

Itineraries


Add

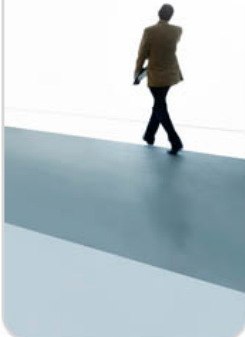
Step 4

Select “add” and fill out your planned trip

**TravelTracker**
powered by red24

Home


Global Security Specialists



Add Itinerary

Selected individual: Daniel Hawkins

Start date:

Visiting city:
*Are you unable to enter the city you are visiting? If so enter **Unknown** into the visiting city field and specify the city and country name in the detailed trip information text box below.*

Return date:

Returning to city: New York


Description:

Detailed trip information:
Travelling companions; itinerary, lodging and transportation details; contact information.


Save

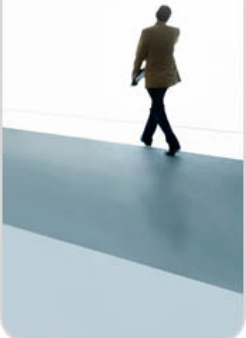
Step 5

Select “save” and continue adding itineraries to your profile. These will be saved so that when you return to your location alerts page, your information will have been saved and reappear as you last left it.

**TravelTracker**
powered by red24

Home


Global Security Specialists







Travel Profile

Personal details

Client:	Daniel Hawkins
Email:	danielhawkins1@test.co.uk
Mobile:	+1232456787
Home city:	New York

Edit profile

Itineraries

Date	Description	City	Risk
2011/03/08 23:59	<u>End of Itinerary</u>	<u>New York</u>	 medium
2011/02/09 00:00	<u>Study trip - Biology</u>	<u>Johannesburg</u>	 high
2010/10/15 23:59	<u>End of Itinerary</u>	<u>New York</u>	 medium
2010/09/15 00:00	<u>Holiday</u>	<u>Brazil</u>	 medium

Add

Step 6

Alerts will be activated to be sent to your email account for the regions and times of travel you specified. For example, if you entered an upcoming trip to Colombia, you would have received the following warning via email:



24 hour safety and security advice - worldwide

red24 alert

Country or territory : Colombia

City or region : Narino department

Incident : Warning of volcanic eruption

Colombia: Authorities have issued a red alert for the Galeras volcano, which is located in the south western department of Narino, warning that a major eruption is imminent. The advisory was issued after a minor eruption was reported at the volcano at approximately 04:00 local time on 25 August. At least 8,000 people have already been evacuated from populated areas surrounding the volcano. Travellers currently in the area are advised to avoid locations near the volcano, and are advised to monitor the media for any further warnings or advisories from the authorities. Travellers should note, however, that due to a number of security concerns, red24 currently advises against all travel to Narino department, excluding its capital, Pasto. For further information and/or advice call red24 on +442087070000.

Click here for further information

Please note that this link connects to an external news source and as such the news or information supplied may be altered or updated at any time after the sending of this email.

If you have any further queries please do not hesitate to contact response@red24.com

Alert sent: 25 August 2010 15:47 GMT