



ATENEO INTERNATIONALIZATION FOR MINDANAO OFFICE

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### ***Crisis Management Checklist***

(For Students, Faculty Members, and Staff)

<b>Pre-Departure</b>	
	Saved all emergency contacts of host and home academic institutions
	Extra copies of important documents ( <i>e.g. insurance, flight itinerary, passport, etc.</i> )
	Copies of General Guidance on Safety and Security/Internal Emergency Plan ( <i>from home and host academic institutions</i> )
	Research on the possible crisis situations/safety conditions of the host country

### ***Crisis Management Checklist***

(Home and Host Academic Institutions)

<b>Pre-Departure</b>	
	Copy of Crisis Management Checklist given to students, faculty members, staff, and host academic institutions involved
	Emergency contacts of students, faculty members, or staff
	Contact details of home academic institution
	Copies of General Guidance on Safety and Security/Internal Emergency Plan ( <i>from home and host academic institutions</i> )
	Copies of the documents of the students, faculty members, or staff ( <i>e.g. valid passport (visa included if needed), insurance coverage, etc.</i> )
	Program itinerary of students, faculty members, or staff, including flight details, and key dates of semesters in host academic institutions
	Accommodation address of students, faculty members, or staff