# University of California San Francisco
# Travel Security and Safety Briefing Request Form

**Instructions:** Complete the form with as much detail as possible. If sections are not relevant or unconfirmed, note accordingly (e.g., not applicable / not known / to be confirmed).

**Forward completed forms to:** andrew.sinclair@ucsf.edu

## Section 1: Traveller Details

1. Name

   If a group, indicate number of travellers in group.

2. Gender identity

   If a group, list different gender identities.

3. Age

   If a group, provide age range.

4. Nationality

   If a group, list different nationalities.

5. Campus/program affiliation

6. UC position

   E.g. student, faculty, staff, alumni, other. If a group, list different positions.

7. Local language familiarity

   If a group, indicate number who speak the local language.

8. Visa type

   If a group, list different visa types. E.g. tourist, work, student, national.

9. Previous Crisis24 travel briefing?

   If a group, has Crisis24 delivered a pre-travel briefing to this group in prior terms/years?

   If an individual, list country and date of prior briefing.

10. Prior travel to location

    If a group, indicate number who have been to location before.

    If an individual, describe when, where, how long for, nature of prior trip, other relevant details.

11. Experience with high-risk travel

    If a group, indicate number who have experience with high-risk travel.

    If an individual, describe when, where, how long for, nature of prior trip(s), other relevant details.

## Section 2: Visit Details

12. Visit location(s) and date(s)

    List countries, cities, or areas and the dates of travel per location

14. Purpose of visit - Include summary of activities, name of local host organization, etc.

[        ]

15. Lodging description - Describe type of accommodation, address, and other relevant details, such as security features, etc.

[        ]

16. Primary work site(s) - Provide address and other relevant details, such as security features, etc.

[        ]

17. Government/military site visit(s)? Describe site location, and other relevant details of site visit, such as when, how long, and purpose of visit.

[        ]

18. Technology, data, intellectual property (IP), or other sensitive information you plan to take
    **NOTE**: *Depending on where you are going and what you are taking with you, you should consult with your [UC campus Export Control Officer](#).*

[        ]

19. Transportation plan - Include type (charter, public, private car) and other relevant details such as security features, etc.

[        ]

20. Traveling alone? If no, describe who will you be travelling with.

[        ]

## Section 3: Other requests

21. Do you have any specific concerns you would like addressed during the briefing? (e.g. concerns tied to the purpose of travel or concerns specific to the travellers)

[        ]

22. Is there any other information that you feel we should be aware of to aid in the preparation for or the delivery of the briefing?

[        ]

23. Please provide several briefing dates and times (state time zone).
    **Note**: **Briefing can last up to one hour. Ideally, provide 5 working days' notice.**

[        ]