

# RISK REDUCTION AND EVACUATION STRATEGY

**Traveller:** {NAME}  
{AREA, Tel Extn, Mob No.}

**Itinerary of interest:** Travel to {COUNTRY}  
FROM {WHERE} to {WHERE} {WHEN}

**Current DFAT Advisory for {AREA}:** {ADVISORY LEVEL}

## Introduction

The ANU has a policy 'Overseas Travel by University Staff and Students to High Risk Destinations'. It is necessary to prepare a Risk Reduction and Evacuation Strategy for travel to countries designated level 4 and 5 by DFAT. It is also necessary for the relevant College Dean to authorise travel to Level 4 destinations. {AREA} currently has a Level {LEVEL} Advisory.

## Reason for Travel

{REASON FOR TRAVEL}

## Traveller's Details

Travel to {AREA} at this time and attendance at {WHAT} is essential {WHY}. {WHY ARE THERE NO ALTERNATIVE OPTIONS?}.

## Security Information

The areas of concern with respect to security are {WHAT ARE THEY?}

## Methods of Reducing Risk to Personal Safety

- The Traveller will be accompanied {IF SO HOW, WHEN, IN WHAT CIRCUMSTANCES}
- The Traveller has booked accommodation {IS IT THE MOST SECURE ACCOMMODATION, WHY IS IT CONSIDERED SAFE}
- The Traveller will avoid using transport that is {WHAT IS IDENTIFIED AS RISKY TRANSPORT MODES}
- The Traveller will register with DFAT (and the local Australian Embassy).
- The Traveller will leave all contact and itinerary details with administration and supervisors in Australia.
- The Traveller will make contact with {ANU OFFICER} on a daily basis.
- In addition, the Traveller has completed a Risk Assessment addressing the five issues (see attached).

## Evacuation Strategy

The Traveller will {HOW WILL THEY ENSURE CONTACT IN CASE OF AN ESCALATION OF THE SECURITY SITUATION eg. register local telephone or mobile phone number with the Australian Embassy in the area}

Should the need to evacuate arise, the Traveller will: {WHAT WILL THEY DO?} Eg.

- Advise the {ANU Officer} that an evacuation is to take place.
- Make and maintain contact with Australian Embassy staff to determine the status of travel to the airport and any other relevant security or evacuation information.
- Make contact with {Airline} and change flights. A flexible flight has been booked for this reason.
- Travel from the Hotel (or whichever location) to the airport would be taken with the utmost caution and with the most secure transport available.

# International Travel to High Risk Destinations - Risk Assessment Action Plan

To be completed for High & Medium Residual Travel Risks

Name: {NAME}  
 Travel Destination: {DESTINATION}  
 Departure Date: {DATE}

Inherent Risk Profile				Management & Control Techniques		Residual Risk rating-see link to matrix	
Risk #	Key Risk Category	Potential Risk-what could go wrong during the travel	Assessment * H,M,L	Contributing factors / detailed risk considerations-what could contribute to something going wrong	Detailed controls –what do you have in place to manage/reduce the identified risk	Control Assessment ** (W, A, S)	Very Low Low Medium High
1	Health (Disease)	Timor-Leste has malaria, dengue and Japanese Enceph.  Other diseases such as HepA etc	L	Mosquito bites. Not being inoculated. Travel is during the wet season	Mosquito repellent.  Chinese herbal medicine (taken whilst living in Timor previously – in two years I never had malaria or dengue).  All inoculations are up to date  Traveller is medically fit to travel.	S	Very Low
2	Personal Safety (Misadventure)	Car accident or some other accident such as a fall.  Natural hazards or disasters.  Harrassment.	L	Travelling outside of Dili on poor roads.	Being aware of my surroundings, not walking at night and driving safely and within the speed limit. I won't be travelling outside of Dili.  Registration with the Embassy and local updates will ensure awareness of any natural disasters.  I speak Tetum (the local language).	S	Very Low
3	Civil Unrest	Caught up in violence from gang fighting or demonstration.	M	Sporadic violence erupting.  Not being aware of security situation, passing through unsafe areas.	Travelling accompanied when possible. Travel will be limited to Dili suburbs which are not known to be violent.  Registration with the Embassy and local security updates.	S	Medium

Inherent Risk Profile					Management & Control Techniques		Residual Risk rating-see link to matrix
Risk #	Key Risk Category	PotentialRisk-what could go wrong during the travel	Assessment * H,M,L	Contributing factors / detailed risk considerations-what could contribute to something going wrong	Detailed controls –what do you have in place to manage/reduce the identified risk	Control Assessment ** (W, A, S)	Very Low Low Medium High
4	Terrorism	Some sort of incendiary device	L	Escalating level of anti-foreign sentiment.	Avoiding places where large groups of foreigners congregate	A	Low
5	Personal items	Theft	L	Leaving things in car. Leaving things unsecured in the hotel.	I never leave things in the car. I have a security cord to attach my laptop to furniture.	S	Very Low