

To: Heads of Department/Section, Executive Deans, HSOs and DSOs, Faculty Managers (For dissemination to relevant staff).

For Action

Travel planning and terrorism

The recent terrorist attacks in the UK and overseas are a reminder of the terrorist threat we face. Such attacks are unpredictable and impossible to forecast. They are also rare, so it is important that we do not allow the fear of terrorism to prevent us travelling or visiting public places as part of our work and studies.

However it is important that we are vigilant when visiting places that could be a potential target and that we consider the risk as part of our travel preparations. The University has resources in place to help you to travel safely:

STA Travel: www.essex.ac.uk/staff/travel/business.aspx

STA Travel should always be used when you are booking any travel (except travel by train which should be booked through Key Travel), as they provide services that enhance your safety. This includes:

- A global tracking system and a Travel Crisis Management Team who are able to provide you with support in the event of a serious incident at your location. The University will be able to identify through STA Travel whether there are staff and students travelling in the affected area and so will also be able to provide support
- Travel risk information by email or text
- A 24-hour emergency travel reschedule service
- Health and safety checks on the suppliers they recommend.

Overseas travel website: www.essex.ac.uk/health-safety/activities/overseas-travel.aspx

You will find information to help you research your destination, including links to Control Risks and UK Government country specific advice. There are also links to specific advice on protecting yourself in the event of a terrorist incident. Our [Going Overseas? Stay Safe](#) leaflet also includes useful overseas travel safety advice. It is also important that you complete the University's Travel Application Form (available on the above website) and familiarise yourself with the services provided by our travel insurers.

Fieldtrips and offsite visits: www.essex.ac.uk/health-safety/activities/field-trips.aspx

You will find information to help you plan group travel on this site, including the following:

- Fieldtrip planning checklist
- Group travel planning form
- Field trip emergency incident procedures

Please use the above resources and have a safe trip.