NYC Overseas Programme Safety Guide

S/N	Points for Consideration	S/N	Things to Check	Contingency in place for:
Flight				
1	Credibility of Airline Choice of Travel Agency Credibility of Travel Agency	a.	Insurance coverage	i. Flight delay or cancellation ii. Missing flight transfer iii. Lost or delayed baggage
Land Transportation				
2	Credibility of Vehicle	a.	Condition and serviceability of the vehicle(s)	Vehicle breakdown
		b.	Suitability of vehicles	
3	Credibility of Driver(s)	a.	Number of drivers	Driver falling ill
		b.	Sufficient rest for the driver	
4	Knowledge & Experience of Driver	a.	Familiarity of routes to listed items on the itinerary	Driver gets lost
		b.	Familiarity of routes to identified clinics and hospitals	
		c.	Familiarity of routes to Singapore embassy or Mission	
		d.	Terrain of roads travelled	
		e.	Travel duration of each leg	
5	Spoken Language of Driver	a.	Language proficiency of driver	NA
		b.	Availability of translation by Translator/Local Partner	
6	Vehicle Deployment and Safety Operations	a.	Travelling time to identified clinics/hospitals	Caught in the middle of an unexpected harsh conditions
		b.	Duration and the route for night travel	
		c.	Travelling in bad weather - Ascertain in what situations should there be NO travelling	
		d.	Venues to wait out for safety and for evacuation in case of unexpected harsh weather conditions (e.g. flooding, storm)	

S/N	Points for Consideration	S/N	Things to Check	Contingency in place for:
Accommodation				
7	Location	a.	Travelling time to nearby clinics/hospitals	
		b.	Travelling time to Singapore embassy or Mission	
8	Operations	a.	Hygiene accreditation	
		b.	Gathering Point in case of emergency	
		c.	Evacuation process	
Medical				
9	Participants' Personal Medication - Oral and Topical	a.	Ensure participants are informed to bring their own personal medication	Participant who did not bring his/her own medication and requires a general medication
10	Participants' medical conditions/allergies	a.	Liaison Officer/Delegation leader is aware of participants' key medical conditions/allergies	Participant's medical condition or allergy flares up
11	Medical Supplies	a.	Liaison Officer/Delegation leader is First Aid trained/certified and certification is still current	NA
		b.	Liaison Officer/Delegation leader to have a standard first aid kit on him/her	
		c.	Bring medical response equipment (e.g. First-aid Box and Automated External Defibrillators where necessary)	
12	Medical Facilities	a.	Credibility and suitability of medical facilities	NA
13	Clear Process of Deployment of Liaison officer / Overseas Partner	a.	Liaison Officer/Local Partner to determine who accompanies the participant to hospital and who stays behind to take care of the rest of the participants	NA
Weather Conditions / Natural Disaster				
14	Weather Forecast / News of Natural Disaster/Political Unrest	a.	Checking of weather condition for duration of programme	Natural disasters such as flood, tsunami, typhoon and Earthquake
		b.	Nearest shelters nearby the activity site in the case of inclement/bad weather (during rainy season)	
		c.	Signs and signals of a natural disaster in individual countries	
		d.	Liaison officer must know the local signals to indicate a warning for a natural disaster	

S/N	Points for Consideration	S/N	Things to Check	Contingency in place for:
Safety Briefings				
15	Harsh Weather Conditions & Natural Disaster	a.	Evacuation/Safety plans for participants during inclement weather and times of emergency (e.g. Natural Disaster etc.)	NA
16	Logistics	a.	Ensure the safe use of hazardous or heavy-duty equipment	NA
17	Accommodation	a.	Ensure participants know what to do and where to go in times of emergency	NA
General Administration				
18	Licensing and Credibility of Caterers	a.	Credibility of licensed caterers / restaurants	NA
		b.	List of participants' dietary preference	i. Food caterer unable to prepare food according to participants' dietary ii. Food catered has allergens
19	Registration with Ministry of Foreign Affairs	a.	Registration of all participants/delegates with Ministry of Foreign Affairs	NA
20	Accessibility of documents	a.	Staff in charge (in Singapore) must have both a soft and hard copy file that must be accessible throughout the duration of the trip, containing the following: o Flight details o Participants'/delegates' next-of-kin (password protected) o Participants'/delegates' medical conditions / allergies (password protected) o Programme o Name and contact details of the local partner o Singapore Embassy/Mission's address, contact number and email o Name and address of the identified hospitals and clinics o Ambulance and Police contact number o Insurance contact number	NA
		b.	Liaison Officer (Staff/Youth Leader) must have a both a soft and hard copy file of the following:	Loss/damage of hardcopy document

			o Flight details o Participants'/delegates' next-of-kin (password protected) o Participants'/delegates' medical conditions / allergies (password protected) o Programme o Name and contact details of the local partner o Singapore Embassy/Mission's address, contact number and email o Name and address of the identified hospitals and clinics o Incident Report Template	