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JOURNALIST  
SECURITY**

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# TRAVEL PLAN WORKBOOK

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

*Use this workbook to complete a ground safety plan for an upcoming assignment, trip, or other overseas or domestic travel. Please note the following information is for guidance purposes only and should be customized to meet your needs.*

**A. Personal Information**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Primary Destination(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Travel:  
\_\_\_\_\_

**B. Lodging**

Name of First Lodging: \_\_\_\_\_

Contact Telephone:  
\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

- Hotel
- Hostel/Guesthouse
- Private Home
- Other

*Check all that apply:*

- Has security guards
- Popular with international travelers
- Has Internet

- Has telephone
- \_\_\_\_\_



Name of Second Lodging: \_\_\_\_\_

Contact Telephone:

\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Hotel       Hostel/Guesthouse       Private Home       Other

*Check all that apply:*

Has security guards       Popular with international travelers       Has Internet

Has telephone

\_\_\_\_\_

Name of Third Lodging: \_\_\_\_\_

Contact Telephone:

\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Hotel       Hostel/Guesthouse       Private Home       Other

*Check all that apply:*

Has security guards       Popular with international travelers       Has Internet

Has telephone

\_\_\_\_\_

Name of Fourth Lodging: \_\_\_\_\_

Contact Telephone:

\_\_\_\_\_



Contact Email Address: \_\_\_\_\_

- Hotel       Hostel/Guesthouse       Private Home       Other

*Check all that apply:*

- Has security guards       Popular with international travelers       Has Internet
- Has telephone

\_\_\_\_\_  
Name of Fifth Lodging: \_\_\_\_\_

Contact Telephone:

\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

- Hotel       Hostel/Guesthouse       Private Home       Other

*Check all that apply:*

- Has security guards       Popular with international travelers       Has Internet
- Has telephone

### **C. Transportation**

*Check all forms of transportation that you will be using during your trip:*

- Public transportation       Taxi      Private Driver      ➤ Other: \_\_\_\_\_

If using a private driver, please list their name and contact information below:

Driver # 1: \_\_\_\_\_



Driver # 2: \_\_\_\_\_

Driver # 3: \_\_\_\_\_

#### **D. Arrival**

*Check your expected mode of arrival:*

Flight: \_\_\_\_\_       Ground       Other: \_\_\_\_\_

*Check all that apply:*

Will cross international border       Require visa       Do not require visa

Expected Date of Arrival: \_\_\_\_\_

Expected Place of Arrival: \_\_\_\_\_

#### **E. Contacts During Travel**

*List all colleagues you will be traveling with on the ground.*

1. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Organization: \_\_\_\_\_



Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

4. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

5. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

6. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

*List your primary contacts in your headquarters or within your home network.*

1. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_



2. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

*List any support staff accompanying you on the ground (such as translators or fixers.)*

1. Name: \_\_\_\_\_ Role: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Role: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Role: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_



## F. Emergency Contacts

My primary emergency contact at my destination is:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

My primary family member or other emergency contact at home is:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

## G. Check-in Procedures

*Complete the following section to plan check-in procedures for your trip.*

I will check in with the following **local contact** on the ground:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

at the following time:

\_\_\_\_\_ am/pm local time daily

\_\_\_\_\_ am/pm local time weekly (every \_\_\_\_\_)

via:





- Telephone       Email       Other \_\_\_\_\_

If my local contact does not receive a check-in within:

- 45 minutes       1 hour       Other \_\_\_\_\_

of my scheduled time, they should:

- Contact my colleagues traveling on the ground (see Section E)
- Contact my primary emergency contact on the ground (see Section F)
- Contact my primary headquarters contacts (see Section E)

I will check in with the following **headquarters/home contact**:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Primary Contact Telephone (incl. Country Code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

at the following time:

\_\_\_\_\_ am/pm headquarters/home time daily

\_\_\_\_\_ am/pm headquarters/home time weekly (every \_\_\_\_\_)

via:

- Telephone       Email       Other \_\_\_\_\_

If my headquarters contact does not receive a check-in within:

- 45 minutes       1 hour       Other \_\_\_\_\_

of my scheduled time, they should:



- Contact my colleagues traveling on the ground (see Section E)
- Contact my primary emergency contact on the ground (see Section F)
- Contact my primary headquarters contacts (see Section E)

## H. Departure

*Check your expected mode of departure:*

- Flight: \_\_\_\_\_       Ground       Other: \_\_\_\_\_

*Check all that apply:*

- Will cross international border       Require visa       Do not require visa

Expected Date of Departure: \_\_\_\_\_

Expected Place of Departure: \_\_\_\_\_

## I. Master Contact List

Embassy contact information:

Embassy: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone:  
\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

- I have registered with this embassy.       I have not registered with this embassy.



United Nations office contact information (if applicable):

Office: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone:  
\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

International NGOs present at your destination:

NGO 1: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone:  
\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

NGO 2: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone:  
\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Local NGOs present at your destination:



NGO 1: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone:  
\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

NGO 2: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone:  
\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Local government:

Office 1: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone:  
\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Office 2: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone:  
\_\_\_\_\_



Contact Email Address: \_\_\_\_\_

Law enforcement contacts:

Contact Person: \_\_\_\_\_

Contact Telephone:

\_\_\_\_\_

Contact Email Address: \_\_\_\_\_

## **J. Special Requests and Additional Notes**

*If you have special requests or additional notes related to your trip, please enter them below.*



