

- Travel Pre Departure Briefing
- Key Points For Students
- Personal Critical Incident Form

Pre-Departure Briefing – Key Points for Students

Before you travel on an overseas placement, please work through the checklist below and discuss any questions with your placement coordinator or supervisor. Start early (at least 10 weeks before departure) so you have time to organise medical advice, vaccines, documentation, and approvals.

1. Health, medications, and vaccinations

- Consult your GP or a travel medicine clinic at least 10 weeks before departure to obtain individual medical advice for your destination (vaccinations, malarial prophylaxis, and any destination-specific risks).
- Discuss all existing medical conditions (for example asthma, diabetes, epilepsy, mental health conditions) and how you will manage them overseas.
- Make sure you have a sufficient supply of prescription medications for the whole trip, including a buffer in case of delays. Carry medications in original packaging with pharmacy labels showing your name and the drug name.
- Check whether your medications are legal and permitted in the country you are visiting, and whether any documentation (for example a doctor's letter or permit) is required. Some common medications in Australia are controlled or prohibited elsewhere.
- Obtain written information about any significant medical conditions in case of emergency (for example a summary letter from your GP, translated if needed).
- Follow standard precautions at all times to avoid exposure to blood-borne viruses and other infections. Use appropriate personal protective equipment (PPE) and follow host policies.

In the event of an incident, accident, or injury while on placement, you must complete the Student Placement Accident, Incident, or Injury Report Form as soon as practicable after the event. [Student Placement Accident, Incident, or Injury Report Form.](#)

2. Infectious diseases, PPE, and general health risks

- Check the **Smartraveller** website for infectious disease risks (for example COVID-19, Hepatitis A, B and C, HIV, dengue, Zika, malaria) and follow its advice. See: <http://smartraveller.gov.au/countries>
- Confirm whether your host will provide PPE (gloves, masks, gowns, eye protection) or whether you must bring your own.
- Use PPE correctly, especially where there is a risk of needle-stick injury or exposure to body fluids.
- Remember that the greatest risk of blood-borne infections is still through sexual contact and intravenous drug use. Practice safe sex at all times and never share needles.
- Take appropriate insect repellent and follow advice to prevent mosquito-borne diseases.

3. Personal safety, security, and travel behaviour

- a) Read Smartraveller advice on safety and security, crime, kidnapping risk, sexual violence occurrence and local laws for all countries you will visit or transit through: <http://smartraveller.gov.au/countries>
- b) Protect your passport and other key documents. Keep them in a safe place and carry photocopies or secure digital copies.
- c) Avoid travelling alone where possible, especially at night or in unfamiliar areas. Do not take unnecessary risks and avoid large public gatherings, protests, or demonstrations.
- d) Be vigilant about theft and scams, including “express kidnapping” where people are forced to withdraw money from ATMs.
- e) Take extra care with road safety. Think carefully before using motorcycles, scooters, or unsafe vehicles. Your insurance may not cover you if you take high-risk transport.

4. Culture, food, water, climate, and natural disasters

- a) Learn about local culture, customs, and laws, including expectations about dress, behaviour, and interactions between men and women. Ask your supervisor for advice and consult reliable guides.
- b) Follow safe food and water practices (for example drink bottled or treated water, eat cooked food or fruit you can peel, and ask whether tap water is safe).
- c) Plan for climate and environmental conditions (for example heat, humidity, cold, pollution, natural disaster risks) and ensure you have appropriate clothing, sun and insect protection, and hydration plans.
- d) Consider seasonal and geological factors (for example floods, cyclones, storms, earthquakes, tsunamis) when planning activities and follow local advice.

5. Documentation, insurance, and registration

- a) Ensure you have all required passports, visas, health certificates, and placement documents. Keep copies in a separate secure location and consider leaving copies with family.
- b) Confirm your coverage under JCU travel insurance for the placement period and purchase additional insurance for any private or excluded activities as required. Check the JCU Insurance website for details.
- c) Register your travel / set up alerts / emergency numbers:
 - a. Chubb Assistance phone: +61 2 8907 5995 (Students can reverse charges via the operator) – Quote JCU policy number 04PP007672
 - b. Chubb Assistance: For overview of services go to: <https://www.chubb.com/au-en/customer-service/chubb-assistance-for-travel-policy-holder.html>.
 - c. Chubb Assistance: Register for security alerts: <https://crisis24horizon.com/chubbau/login>
 - d. DFAT Smartraveller for travel advisories and consular assistance: <http://smartraveller.gov.au/countries>
- d) Leave up-to-date contact details and itinerary with your family/next of kin and with JCU and agree on how you will keep in touch.

6. Foreign interference, device safety, and information security

When you are overseas on placement, you must take extra care with your personal safety, your devices, and any JCU information you carry.

- a) Keep your phone, laptop, and tablet updated and use strong passphrases and multi-factor authentication on all important accounts (including JCU email and systems).
- b) Turn on device encryption and lock your devices whenever they are not in use.
- c) Avoid using shared or public computers, and do not plug in unknown USB sticks, chargers, or storage devices.
- d) Only install software or security tools from trusted sources. Do not install software, change settings, or give anyone your passwords or login codes just because they ask.
- e) Only take the minimum JCU data, files, and apps you genuinely need for the placement, and preferably none except for *JCU SAFE* if possible. Do not carry research data, IP, or confidential information unless specifically authorised.

Foreign interference risks include attempts by foreign state-linked actors or others to access your devices, data, or knowledge in ways that are covert, deceptive, or coercive. If your device is taken away, searched, returned with new software, behaves strangely, or you feel pressured to share information about JCU, your work, research, or other students, you must report it as soon as possible using the Student Placement Accident, Incident, or Injury Report Form. [Student Placement Accident, Incident, or Injury Report Form](#).

You must also notify your placement coordinator or subject coordinator so the University can support you and check your devices before you reconnect fully to JCU systems.

7. Communication and incident reporting

- a) Make sure you always know how to contact your host supervisor and your JCU placement or subject coordinator, as well as the relevant JCU emergency contact.
- b) If you experience or witness any incident, accident, injury, crime, safety concern, or foreign interference/cyber issue, you must:
 - a. Seek immediate local help (emergency services, host supervisor) where needed.
 - b. Notify your JCU contact as soon as it is safe to do so.
 - c. Complete the Student Placement Accident, Incident, or Injury Report Form. [Student Placement Accident, Incident, or Injury Report Form](#).

Providing clear information early allows the University to activate support, liaise with insurers and consular services, and help you manage your health, safety, and academic progress.

NEXT STEP – COMPLETE

The Personal Critical Incident Information Form
Following Pages 4 & 5
Page 6 – Appendix 1 (if required)

Personal Critical Incident Information Form

STUDENT: Please complete the following steps prior to departure

1. Provide a copy of the form to your **JCU Placement Supervisor/Coordinator**
2. Provide a copy of the form to your advised **Next Of Kin**
3. **Always keep a copy with you**

STUDENT DETAILS (student to complete **before** sending to facility)

Last Name		First Name		Title	
Student ID		Course/Major			

PASSPORT AND TRAVEL DETAILS

Where details do not fit in the box below please include on Page 6 Appendix 1

Passport Number		Passport Expiry	
Country Of Issue			
Outbound Flights <i>Airline/Flight Number/Dates/ Departure/Arrival Destinations Please provide attachment if the form does not provide sufficient space</i>			
Return Flights <i>Airline/Flight Number/Dates/ Departure/Arrival Destinations Please provide attachment if the form does not provide sufficient space</i>			

PLACEMENT/HOST

Host Organisation Name		Telephone:	
Host Supervisor Name		Email	
Host Address (main location)			

ACCOMMODATION (if known)

Address		Telephone:	
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EMERGENCY

Local Emergency # (Equivalent of 000)		Name Nearest Hospital/Clinic	
Hospital/Clinic Address		Telephone:	

JCU PLACEMENT SUPPORT CONTACTS			
Subject Supervisor / Coordinator Name		Telephone:	
Subject Supervisor / Coordinator Email			
College or School Email		College or School Telephone:	
JCU Emergency/Security Contact or Email (24/7 number or email)			
JCU INSURANCE / TRAVEL ASSISTANCE			
JCU Insurance/Travel Assistance Contact		JCU Insurance/Travel Assistance Policy Number	
HEALTH AND MEDICATIONS (for emergency use) Where details do not fit in the box below please include on Page 6 Appendix 1			
Blood Type (if known)			
Known Allergies			
Existing Medical Conditions (Example; Asthma, Diabetes, Mental Health)			
Regular Prescription Medications (Names only)			
Location of Medical Summary Letter (Example; in hand luggage/shared with family)			

NEXT OF KIN DETAILS			
Next Of Kin Name		Relationship	
Next of Kin Email		Next of Kin Telephone:	

ACKNOWLEDGEMENT AND SHARING			
I understand that in a serious incident I should. 1. Contact local emergency services if there is any immediate danger. 2. Inform my host supervisor as soon as it is safe to do so 3. Inform my JCU Placement or subject coordinator, or the JCU Emergency contact, as soon as possible. 4. Student Placement Accident, Incident, or Injury Report Form. Keep this form with you & provide a copy to both your Next of Kin & your Placement Supervisor/Coordinator.			
Signature		Date	

Appendix 1 –

Please include below any relevant information or information unable to fit in the designated spaces of this form: