|  |  |
| --- | --- |
| Description: ETH logo ty d-e | Name of contactETH ZürichInstitute Department AddressSwitzerlandPhone Email  |

**Security Concept for Title of Course/Event**

**Date, Location**

Contents

[1. Event Information 3](#_Toc518989004)

[2. Course logistics 3](#_Toc518989005)

[3. Arrival and departure 4](#_Toc518989006)

[4. Cooperation with ETH external institutions 5](#_Toc518989007)

[5. Emergency contacts 5](#_Toc518989008)

[6. Communication during the excursion 5](#_Toc518989009)

[7. Emergency planning 5](#_Toc518989010)

[8. Annexes 5](#_Toc518989011)

1. Event Information

**Organizing body**

Department:

Institute:

Professor:

**Lead Faculty**:

**Course overview**

Purpose of course

Title of course

Partners

Funding

Topics

**Organizers**

Staff and contacts before and during course

International and local partners

Insert

# 2. Course logistics

**Credits**

Number of ECTS credits awarded

**Participants**

Eligibility and make up of student body

**Why this country?**

Core objectives of the course and why they can only be met by holding the course in your given location

 May include support from local partners and support (such as Embassies and local contacts that will keep you safe and informed before and during the course), topics covered, local outcomes

**Why this particular city?**

Similar to above, but more specific

**Route (every destination, manner of travel etc.)**

Evaluation of each stage of the journey, including map

**Preliminary course schedule**

Course dates, location, and format (lectures, fieldtrips, etc.)

Main content blocks and contributor leads for each area covered

Image of schedule, if available

**Learning objectives**

Brief overview of objectives, and how they are met by holding the course in this region

**Faculty**

Faculty that will be there for the entirety of the program

Support staff

Role of external contributors

**Insurance and required documentation**

May include repatriation insurance, health insurance, and a Rega (or local air evacuation provider) membership.

Clarify if the policy will be the same for ETH and international students

 Liability forms (and whether this form has been approved by Claude Eberhardt, Reto Suter and Brigitte Schiesser prior to submitting this brief)

Payment and responsibility for visas, vaccinations, and flights to and from course location

**Meals**

Where they will be eaten, precautions taken when preparing food

Drinking safe bottled or filtered water, which will be provided in all classrooms and at all meals by the hotel

Food allergies and whether they will be accommodated

**Overview of summer school locations and accommodation**

Maps of course location (and any field trips) in relation to medical facilities, including pharmacies, clinics, and/or hospitals

**Accommodation**

Name and contact details of each hotel

Including maps and indication of how long it takes pharmacies and hospitals from each location

Notes on security within the hotels: guards, gates, police, army, policy of hotel

# 3. Arrival and departure

Airports for arrival and departure

Meeting spot, how to accommodate late arrivals, contact numbers

Mode(s) of inland transportation

Safety precautions of drivers

# 4. Cooperation with ETH external institutions

Contact details of people on the ground who will help organize logistics, content, and safety

May include organizations, industry partners, Embassy

# 5. Potentially hazardous parts of the excursion and corresponding measures

Visits to or transport through sites/areas that can be risky, e.g. desert, mountains; regions of civil unrest, border regions, military zones and the like

# 6. Emergency contacts

List of police, ambulance, hospital, fire station, and local embassy numbers

Pre-course safety procedures

On the ground safety training

Contact details of in country support staff should unforeseen circumstances arise

# 7. Communication during the excursion

How to communicate between vehicles, participants, staff, and faculty

# 8. Emergency planning

Assessment of both the regional and national security situation prior to course start (eg. by checking the EDA and Austrian Foreign Ministry’s websites, monitoring local news, contacting staff on the ground on a weekly basis)

Inform participants of safety risks, and give them the necessary websites, prior to course start

General cancellation policy should situation become unsafe

 Specific in country risks and plan to deal with each one (eg. social unrest, medical emergencies, fraud and theft, weather and precipitation)

# 9. Annexes

May include:

Letters of support

Security related pre-readings

Security guidelines of partner organizations

Contact information for content, logistics, and security support

Liability form

Full course schedule

Full list of learning objectives

List of references