Choosing a new location combines a balance of asking the right questions in three categories:

1.) Safety
2.) Environment
3.) Logistical - TEAMBEAT

Safety questions:

- Has your program stayed here before?
- Are there any variables that have changed from the previous stay?
- What people are around? Who are the owners? The employees? Other guests?

Environmental Questions:

- Is the location urban or rural?
- How many days/ nights are you planning to stay?
- When is your arrival/ departure time?
- Are there any seasonal/ weather factors?
- Additional variables?
- Animals?
- Potable water?
Logistical Checklist: TEAMBEAT

- Tools for assessing potential new locations and potential activities in international settings

**T**ransport

**E**quipment storage/ safety? Laundry?

**A**ctivities: Within program scope? Contractors?

**M**oney – where will you get it? Do you have enough? Is it within budget?

**B**eds – are there enough? What is the student/ instructor room plan?

**E**ating – What are the kitchen facilities? Do you have enough food?

**A**reas for activities/ educational or experiential classes?

**T**eacher/ instructor accommodation.
When is a location unreliable?

Tools for assessing potential new locations and potential activities in international settings
Scenarios to Incorporate for Staff/Instructor

Orientation and Training in International Programming

Techniques to assess variables and risks involved in expanding to include international programming.

Take Action!

Create staff training scenarios for the following incident categories:

a. cultural  
b. security  
c. emotional trauma  
d. medical

Effective scenarios should include:

1.) Detailed location: including, environmental factors; weather; geography, and time of day.

2.) Resources: technology; transport; people.
   a. local contacts (contractors, communities)  
   b. regional contacts (embassy, logistical coordinators)  
   c. US-based contacts (head office, US-based medical support, emergency infrastructure)

3.) Medical facilities: Local, regional, capitol – know the appropriate place to evacuate!

4.) Cultural considerations: language, customs, currency, holidays, traditions.

5.) Severity: The seriousness of an injury, grievance or near-miss in the field.

6.) Complicating factors: Instructor time-off, budget constraints, student attitudes...

What you need to do now:

1.) Email your scenarios to info@travelingschool.com by TAX DAY April 15, 2013.

2.) We will compile these into a “Scenario Handbook” and distribute them back to you.

3.) If you submit one scenario – we will happily send you the whole assortment for your next staff training!