

International Travel – Emergency Response Checklist

Heads of Schools and Functions must ensure that their travelling staff have completed the University's travel process as defined by

Has Insurer / Emergency Assistance provider been notified (if appropriate)?

Give below details if not known by caller –

***AIG Lifeline Plus Assistance Emergency Number : +44 (0) 1273 456 463** (24 hours a day, 365 days a year). You will need to quote **policy number 0010016165** (NB if the traveller is not incapacitated, they can do this themselves via the [Lifeline Plus Travel Assistance App](#)).

*Correct as of January 2023. Review details periodically.

Purpose of travel (Student