

MEETINGS & EVENTS DUTY OF CARE SAFETY & SECURITY CHECKLIST

PLANNING AND LOCATION SELECTION:

- **Contact International SOS** to discuss my next event and assess the hosting country's health & security infrastructure ☐
- **Agree on the hosting country**, inform my travel managers ☐
- **Discuss the profile of the attendees** (age, known medical conditions...) and differentiate between employees, partners, guests etc. ☐
- **Review any recent medical or security incidents** in the vicinity of the event location, as well as available medical and logistical infrastructure ☐

OFFSITE ACTIVITIES & TRANSPORT:

- **Discuss available medical infrastructure** in relation to all venues with International SOS ☐
- **Consider a standby medical team** for large events or in case of physical activities involved ☐
- **Check if regulations require ambulance**/medical team on standby for triage, first responder, discreet patient movement ☐
- **Review access to local medical facilities** utilising International SOS providers' network (nearest pharmacy, GP, hospital, dentist) ☐
- **Consider transportation** during the conference including route planning ☐

PRE-TRAVEL ADVICE & TRAVEL INFORMATION:

- **Confirm communication plan** for attendees around travel insurance cover and responsibility ☐
- **Share appropriate generic pre-travel advice** that is sensitive to the location ☐
- **Include safety & security information** in delegate's pack ☐
- **Capture travel details** if not booked in-house ☐
- **Use International SOS TravelTracker** to locate employees and delegates if needed ☐

EVENT EMERGENCY RESPONSE PLAN:

- **Develop an Event Medical & Security Support Plan** ☐
- **Ensure key internal stakeholders** are identified and roles are well defined ☐
- **Confirm financial approval escalation pathway** and associated approval limitations ☐
- **Assess my corporate communication policy** and stakeholders ☐
- **Review my Event Medical and Security Support Plan** by conducting drills ☐