

Emergency Preparedness for Staff Abroad

This procedure applies to travel abroad undertaken on behalf of Kristiania. The necessary preparations to be made prior to travel are listed below.

Travel Restrictions

Travel to countries or areas subject to a travel advisory issued by the Norwegian Ministry of Foreign Affairs is not permitted. See [Countries with travel advisories](#). Questions regarding areas subject to a travel advisory may be directed to sikkerhet@kristiania.no.

Security

- a. The employee must assess the security risk associated with the journey and the destination.
 - i. See Sikresiden for advice on risk assessment: "[Preventive measures: Before you travel](#)" | [sikresiden.no](https://www.sikresiden.no)
 - ii. If necessary, contact utveksling@kristiania.no for assistance in assessing security risks and measures to reduce risk and potential consequences.
- b. The employee must ensure that their immediate line manager is informed of the travel itinerary and local contact details.
- c. In the event of minor incidents, first contact local welfare services, the international office at the host institution (if applicable), or Norwegian diplomatic missions via the Ministry of Foreign Affairs' *Reiseklar* app.
- d. In the event of serious incidents affecting life or health, local emergency services and relevant response personnel must be contacted immediately. Contact information is available in the Ministry of Foreign Affairs' *Reiseklar* app. If guidance is required, contact the Sjømannskirken 24-hour emergency hotline on +47 951 19 181. Notify your immediate line manager and international@kristiania.no as soon as possible.
 - o Kristiania's International Team is staffed during office hours only. Enquiries outside office hours will be answered only in exceptional circumstances.

Your Preparations

- a. Employees of Kristiania are covered by travel insurance for business trips through Kristiania's insurance provider. Further information about travel insurance can be found in the Staff Handbook.
- b. Pay particular attention to information regarding [data security on Sikresiden](#), as well as Kristiania's internal guidelines on data security.
- c. All travellers must register their trip at reiseregistrering.no or via the Ministry of Foreign Affairs' *Reiseklar* app.
- d. All travellers are also recommended to download Sjømannskirken's *Nødnummer* app. Kristiania has an agreement with Sjømannskirken for a 24-hour emergency hotline on +47 951 19 181.

Booking travel

All travel must be booked through the travel agency with which Kristiania has an agreement. [See the guidelines on the intranet](#) (in Norwegian).