



# Mission Trip Security Checklist

Email info from each section as it is completed per the timeframe to: [Security@cbcva.org](mailto:Security@cbcva.org)

\* Note use the blanks to check off when you have completed each step of each section

## Due 60+ days from trip

\_\_\_\_\_ Destination Location      \_\_\_\_\_ Dates of Travel      \_\_\_\_\_ Inform if inviting other churches

\_\_\_\_\_ Planning POC/Email      \_\_\_\_\_ Trip Team Lead/Email

## Due 30 – 60 days from trip

\_\_\_\_\_ # of travelers      \_\_\_\_\_ travelers names      \_\_\_\_\_ flight info      \_\_\_\_\_ housing info

\_\_\_\_\_ video brief date      \_\_\_\_\_ travel brief/tracking device training date

\_\_\_\_\_ field phone numbers      \_\_\_\_\_ secure/closed-in ground transportation

\_\_\_\_\_ Travelers turn in Mission Trip Security Form

## Due 7 days from trip

\_\_\_\_\_ Updates/Changes to travelers      \_\_\_\_\_ Updates/Changes to travel information

\_\_\_\_\_ Updates/Changes to Housing Information      \_\_\_\_\_ Verify field phone numbers

## Due 2 days from trip

\_\_\_\_\_ Pickup Med Bag from Security      \_\_\_\_\_ Pickup and receive refresher training on tracking device

## Miscellaneous Notes

1. Security will input everyone's name and information into State Dept. Traveler program.
2. If tracking device is given on trip, it MUST be in the Team Lead's carry on. Also, it must be turned off until you arrive and have disembarked the plane. Once at arrival airport and off the plane, turn device on per training.
3. The Med Bag is to be put into a CBC member's checked-in luggage, and the Team Lead is responsible for assigning the bag to a CBC member.
4. Upon arrival back to CBC, return med bag and tracking device to Security. Also a short debrief of the trip will occur at an agreed upon date with Security, Pastor, Team Lead, and other necessary parties.