

# Jakarta Travel Trade Training 2019 Safety Plan

## Event Details

<b>Event name</b>	<b>Philippines and Indonesia Roadshow 2019</b>
<b>Start date</b>	<b>04/09/2019</b>
<b>End date</b>	<b>06/09/2019</b>
<b>Venue</b>	<b>Hotel Kempinski Jakarta Indonesia</b>

## Staff Safety Measures

### Staff safety measures before the event

Safety measure	Applicable?	Check
TNZ to collect staff dietary requirements if food is to be served at the event	Yes	<input type="checkbox"/>
TNZ to give TNZ staff the opportunity to note any health or mobility conditions that they would like taken into account	Yes	<input type="checkbox"/>
TNZ to consider staff fatigue and travel disruptions when planning the event programme	Yes	<input type="checkbox"/>
TNZ to share the event programme with staff	Yes	<input type="checkbox"/>
TNZ to consider and monitor potential emergency situations that could affect staff safety and well-being and take action if required	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to check that their passport is valid for travel	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to make their own visa and vaccination arrangements (if required)	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to review their home government's travel advice for the destination(s) they are visiting	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to register their travel with their country's travel advisory body (if applicable)	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to leave copies of their full itinerary, passport and travel documentation with their manager	Yes	<input type="checkbox"/>

TNZ to remind staff travelling internationally to give their manager's name and mobile phone number to their significant other/close family member	Yes	<input type="checkbox"/>
TNZ to remind staff travelling internationally to save TNZ's 24/7 Travel & Medical Assistance number (+64 9 374 1775) in their mobile phone	Yes	<input type="checkbox"/>
TNZ to request that staff notify a TNZ staff member if they begin to feel unwell at the event	Yes	<input type="checkbox"/>

### Staff safety measures during the event

Safety measure	Applicable?	Check
TNZ to monitor that staff to adhere to the 'code of conduct policy'	Yes	<input type="checkbox"/>
TNZ to brief staff on any measures that have been taken to cater for their dietary requirements, health conditions or mobility conditions	Yes	<input type="checkbox"/>
TNZ to monitor levels of staff fatigue and travel disruptions and take action if required	Yes	<input type="checkbox"/>
TNZ to monitor potential emergency situations that could affect staff safety and well-being and take action if required	Yes	<input type="checkbox"/>
TNZ to brief staff on the emergency response procedures at every event venue	Yes	<input type="checkbox"/>
TNZ to check up on any unwell staff at regular intervals until they start to feel better and arrange for them to see a doctor if required	Yes	<input type="checkbox"/>

### Staff safety measures after the event

Safety measure	Applicable?	Check
TNZ to reflect on what more could be done to minimise risks to staff at future events	Yes	<input type="checkbox"/>
TNZ to notify People and Culture team of any staff incidents or accidents that occurred during the event	Yes	<input type="checkbox"/>

## Delegate Safety Measures

### Delegate safety measures before the event

Safety measure	Applicable?	Check
TNZ staff organising the event to understand the 'event code of professional conduct'	Yes	<input type="checkbox"/>
TNZ staff organising the event to be trained in managing unacceptable behaviour	Yes	<input type="checkbox"/>
Delegates to agree to the 'event code of professional conduct' when they register for the event	Yes	<input type="checkbox"/>
TNZ to collect delegates' first names, last names, organisations, mobile numbers and email addresses when they register for the event	Yes	<input type="checkbox"/>
TNZ to collect emergency contact names and phone numbers for delegates travelling outside of their country of residence	Yes	<input type="checkbox"/>
TNZ to collect delegates' dietary requirements if food is to be served at the event	Yes	<input type="checkbox"/>
TNZ to give delegates the opportunity to note any health or mobility conditions that they would like taken into account	Yes	<input type="checkbox"/>
TNZ to get delegates to give permission for photographs taken of them at the event to be used by Tourism New Zealand or its partners and affiliates	Yes	<input type="checkbox"/>
TNZ to consider delegate fatigue and travel disruptions when planning the event programme	Yes	<input type="checkbox"/>
TNZ to share the event programme with delegates	Yes	<input type="checkbox"/>
TNZ to brief delegates that they need to make their own visa and vaccination arrangements if travelling outside of their country of residence	Yes	<input type="checkbox"/>
TNZ to brief delegates that they need to make their own medical and travel insurance arrangements if travelling outside of their country of residence	Yes	<input type="checkbox"/>
TNZ to recommend that delegates register their travel with their country's travel advisory body if travelling outside of their country of residence	Yes	<input type="checkbox"/>
TNZ to recommend that delegates monitor their country's travel advisory body if travelling outside of their country of residence	Yes	<input type="checkbox"/>
TNZ to request that delegates notify a TNZ staff member if they begin to feel unwell at the event if travelling outside of their country of residence	Yes	<input type="checkbox"/>
TNZ to consider and monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes	<input type="checkbox"/>

### Delegate safety measures during the event

Safety measure	Applicable?	Check
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TNZ to monitor delegates' code of conduct and take action if required	Yes	<input type="checkbox"/>
TNZ to brief delegates on any measures that have been taken to cater for their dietary requirements, health conditions or mobility conditions	Yes	<input type="checkbox"/>
TNZ to monitor levels of delegate fatigue and travel disruptions and take action if required	Yes	<input type="checkbox"/>
TNZ to monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes	<input type="checkbox"/>
TNZ to brief delegates on the emergency response procedures at every event venue	Yes	<input type="checkbox"/>
TNZ to check up on any unwell delegates at regular intervals until they start to feel better and arrange for them to see a doctor if required	Yes	<input type="checkbox"/>

### Delegate safety measures after the event

Safety measure	Applicable?	Check
TNZ to reflect on what more could be done to minimise risks to delegates at future events	Yes	<input type="checkbox"/>
TNZ to notify People and Culture team of any delegate incidents or accidents that occurred during the event	Yes	<input type="checkbox"/>

## Suppliers Safety Measures

### Supplier safety measures before the event

Safety measure	Applicable?	Check
TNZ to brief suppliers on any delegate and/or staff dietary requirements that need to be taken into account (if food is to be served at the event)	Yes	<input type="checkbox"/>
TNZ to brief suppliers on any delegate and/or staff health or mobility conditions that need to be taken into account (if relevant to their service)	Yes	<input type="checkbox"/>
TNZ to seek previous client feedback when selecting new suppliers to ensure that they are safe and reputable	Yes	<input type="checkbox"/>
TNZ to agree with suppliers on what the suppliers' roles and responsibilities will be at the event	Yes	<input type="checkbox"/>
TNZ to ensure that suppliers employ safety measures to reduce slips, trips and falls (if relevant to their service) e.g. taping electrical cords	Yes	<input type="checkbox"/>
TNZ to agree on emergency response procedures at every event venue e.g. evacuations, first aid, etc.	Yes	<input type="checkbox"/>
TNZ to ensure that a first aid kit will be available at every event venue	Yes	<input type="checkbox"/>
TNZ to ensure that there will be someone on-site at every event venue with a valid first aid certificate	Yes	<input type="checkbox"/>

### Supplier safety measures during the event

Safety measure	Applicable?	Check
TNZ to check that suppliers have put in place measures to cater for any delegate/staff dietary requirements (if food to be served at the event)	Yes	<input type="checkbox"/>
TNZ to check that suppliers have put in place measures to cater for any delegate/staff health or mobility conditions (if relevant to their service)	Yes	<input type="checkbox"/>
TNZ to monitor that suppliers meet their agreed roles and responsibilities at the event	Yes	<input type="checkbox"/>
TNZ to monitor that suppliers employ safety measures to reduce slips, trips and falls (if relevant to their service)	Yes	<input type="checkbox"/>
TNZ to check that a first aid kit is available at every event venue	Yes	<input type="checkbox"/>
TNZ to check that there is someone on-site at every event venue with a valid first aid certificate	Yes	<input type="checkbox"/>

### Supplier safety measures after the event

Safety measure	Applicable?	Check
TNZ to reflect on what more suppliers could do to minimise risks to staff and/or delegates at future events	Yes	<input type="checkbox"/>



TNZ to notify People and Culture team of any supplier incidents or accidents that occurred during the event	Yes	<input type="checkbox"/>
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