

Please review the information below. If you have any questions, please contact Risk Management & Insurance at riskmgmt@ucalgary.ca or 403-220-5847.

Request an International SOS travel and medical briefing, [Click here](https://live-risk.ucalgary.ca/risk/risk-management-insurance/travel/travel-briefings) (<https://live-risk.ucalgary.ca/risk/risk-management-insurance/travel/travel-briefings>)

Distribute Required Documents and Emergency wraps

**Extra unsigned waivers and International Checklists should be available at briefing*

- **[Travel Checklist](https://ucalgary.ca/risk/sites/default/files/teams/16/travelchecklist.pdf)**
(<https://ucalgary.ca/risk/sites/default/files/teams/16/travelchecklist.pdf>)
- **[Waivers/Informed Consents](https://ucalgary.ca/risk/risk-management-insurance/services/waivers)** (<https://ucalgary.ca/risk/risk-management-insurance/services/waivers>)
- **Completed Field Level Hazard Assessment (if applicable)**
- **Luggage Wraps and Emergency Cards**

Outline Registration Process and What to Expect

- **[UCalgary Registration](https://www.ucalgary.ca/risk/risk-management-insurance/travel/register-travel)** (<https://www.ucalgary.ca/risk/risk-management-insurance/travel/register-travel>) – Group Registrar creates on behalf of travellers
 - Emails regarding registration and approvals sent to travellers with link to view their record and trip information
- **[Government of Canada](http://travel.gc.ca/travelling/registration)** (<http://travel.gc.ca/travelling/registration>) or country of passport registration
- **Required Travel Documentation**
 - Passport
 - Passport is valid for more than 6 months past the end date of trip
 - Visa (if applicable)
- **Medical and Travel Insurance**
 - Travellers should review their individual coverage - additional travel insurance may have to be purchased

Review

- **Travel Itinerary**
 - Arrival and departure plan
 - Transportation plan
- **Environmental Factors/Natural Disasters**
 - Weather, temperature, dehydration, **[Sun and heat safety tips for travellers](https://travel.gc.ca/travelling/health-safety/sun-tips)** (<https://travel.gc.ca/travelling/health-safety/sun-tips>)
 - Natural disasters
 - Are earthquakes, hurricanes, etc. common or present?

GUIDELINES FOR ITEMS TO INCLUDE IN TRAVEL BRIEFING

<http://travel.gc.ca/travelling/advisories>

- Mosquitos - [Insect bite prevention](#)
(<https://travel.gc.ca/travelling/health-safety/insect-bite>)
- Terrain and other notable environment factors
- [Eat and drink safely abroad](#) (<https://travel.gc.ca/travelling/health-safety/food-water>)
- [Immunizations and Travel vaccinations](#) (<https://travel.gc.ca/travelling/health-safety/vaccines>)
- [Mass gatherings \(large-scale events\)](#) (<https://travel.gc.ca/travelling/health-safety/mass-gatherings>)
 - Avoid protests and large demonstrations
- **Situational Awareness**
 - Pay attention to what is going on around you
 - Feeling uncomfortable or uneasy
 - Follow instincts and move on
 - Be cognizant of what is posted on social media
- **Cultural Considerations**
 - Review International SOS travel and medical briefing
 - Destination awareness
 - Appropriate attire e.g., wearing camouflage
 - **Local customs and laws**
 - You are subject to the laws of the host country – Know them!
 - Check to see if there are restrictions on any type of dress/clothing. In some countries it is illegal to wear camouflage if you are not part of the military/police force.
 - Different degrees of punishments for crimes
 - Consumption of alcohol/cannabis is regulated differently outside of Canada
 - [Entering or leaving Canada with Cannabis](#)
(<https://www.canada.ca/en/services/health/campaigns/cannabis-border.html>)
- **Travel Related Diseases**
 - Review International SOS travel and medical briefing
 - Sexually Transmitted Infections
 - Food and air borne viruses
- **Role of Global Affairs Canada** – discuss what they can/cannot provide to Canadian travellers.
- **In country Communications**
 - Set up a communications group on a platform like What's App to stay in communication with your group and leader

GUIDELINES FOR ITEMS TO INCLUDE IN TRAVEL BRIEFING

- Notify Group Leader/s of whereabouts
- **Call home**
 - If you said you were going to contact home, DO IT!

Travel Tips and Tools

- **Passport protection/ID and insurance documents**
 - Make copies, take a picture to take with you and leave with someone at home
 - [Travelling with medication](https://travel.gc.ca/travelling/health-safety/medication) (https://travel.gc.ca/travelling/health-safety/medication)
 - Have the generic name for medications
- **Cash and cards**
 - Carry correct form currency
 - Small denominations and limit amount of cash on person
 - Use credit cards when able to
 - Let your bank and credit card company know that are travelling **before** you leave Canada or they could freeze your accounts
 - 1-800 numbers do not work from overseas!
- **Personal Safety**
 - Don't flash cash or other expensive items
 - Keep a low profile
 - Keep documents and money secure
 - Exercise caution and try to use ATMS during the day in public places
 - Don't share hotel/room number information in public
 - Share itinerary with family/friends
 - Bring and use any required PPE
- **Social Media**
 - Limit who can see your account
 - Set accounts to private
 - Political or other sensitive content
 - Keep posts general and not too specific
 - Delay posting until have left the area
- **No data or Wi-Fi access**
 - Access previously opened email with emergency contact information
 - Screen shot important information
- **[Travel health kit](https://travel.gc.ca/travelling/health-safety/kit)** (https://travel.gc.ca/travelling/health-safety/kit)
 - Anti-diarrhea medication
 - Antihistamines – Known or newly discovered allergies to foreign exposures
- **Jet Lag**
 - Hydrate
 - Adjust to destination schedule
- **Download [International SOS app](https://www.internationalosos.com/assistance-app)** (https://www.internationalosos.com/assistance-app)



GUIDELINES FOR ITEMS TO INCLUDE IN TRAVEL BRIEFING

- **Pack smart**
 - Pack one outfit and essentials in carry-on
- **Exchange currency prior to trip**
- **Register** (<https://traininghub.internationalsos.com/curie>) for Travel Risk Awareness eLearning course with ucalgary.ca email address

Review and Sign

- **Government of Canada Travel Advisory** (<http://travel.gc.ca/travelling/advisories>)
- Risk Level(s)
 - Safety and Security
 - Entry/Exit Requirements
 - Health
 - Laws and Culture
 - Natural Disasters and Climate

**Write the last updated date on the waiver/informed consent*

Last updated: September 27, 2018 11:05 ET

Still valid: October 10, 2018 16:56 ET

- **Waivers/Informed Consents** (<https://ucalgary.ca/risk/risk-management-insurance/services/waivers>)
 - Requires the last updated date on the Government of Canada country advisory

I have read and understood the **Government of Canada - Travel Advisory(s)** for **this Location(s)** which indicates it was **Last Updated on:** _____.

- Document to be uploaded to online record
- Reviewed by Risk Management and Insurance

- **Travel Checklist** (<https://ucalgary.ca/risk/sites/default/files/teams/16/travelchecklist.pdf>)
 - Traveller signs to indicate completion of UCalgary Requirements and Recommendations
 - Document to be uploaded to online record
 - Reviewed by Risk Management and Insurance

In Case of an Emergency

- **Emergency Protocol**
 - Evacuation plan/muster point
 - Inform Group Leader/s of any incidents or injuries or diarrhea
 - ID Group Leader/s
 - Inform Campus Security
 - First Aid
 - ID travellers who have first aid or wilderness first aid

- **Emergency Contact Information**
 - Campus Security 403-220-5555
 - International SOS +1 (215) 354-5000 (call collect)
 - One Touch Call Button available in app
 - [Government of Canada emergency assistance](https://travel.gc.ca/assistance/emergency-assistance)
(<https://travel.gc.ca/assistance/emergency-assistance>)
 - Group Lead
 - Luggage handle wraps and cards contain emergency contact information
 - Card on their person and travel wrap on luggage

Additional Resources and Services

- **International SOS Services - [UCalgary Membership Number](#)**
(<https://www.ucalgary.ca/risk/risk-management-insurance/travel/before-you-go>)
 - [International SOS app](https://www.internationalsos.com/assistance-app) (<https://www.internationalsos.com/assistance-app>)
 - One touch assistance button
 - Translation services
 - Area specific advisories
 - Emotional Assistance
 - Call for advice on area specific information and recommendations
 - E.g. whether reporting an incident to the police will help or hinder
 - Referrals to local services (English-speaking doctors & dentists, counselling, etc.).
 - Vetted Hospitals
 - [Sign up for email alerts](https://www.ucalgary.ca/risk/risk-management-insurance/travel/before-you-go) (<https://www.ucalgary.ca/risk/risk-management-insurance/travel/before-you-go>)

- **Government of Canada Resources**
 - [Download the Government of Canada Travel Smart App](http://travel.gc.ca/mobile)
(<http://travel.gc.ca/mobile>)
 - [Bon Voyage, But... Essential Information for Canadian Travellers](https://travel.gc.ca/travelling/publications/bon-voyage-but)
(<https://travel.gc.ca/travelling/publications/bon-voyage-but>)
 - [Her Own Way - A Woman's Safe-Travel Guide](https://travel.gc.ca/travelling/publications/her-own-way)
(<https://travel.gc.ca/travelling/publications/her-own-way>)

GUIDELINES FOR ITEMS TO INCLUDE IN TRAVEL BRIEFING

- [LGBTQ2 Canadians Abroad](https://travel.gc.ca/travelling/health-safety/lgbt-travel) (https://travel.gc.ca/travelling/health-safety/lgbt-travel)
- **Canadian consular services**
 - **What they CAN do for you:**
 - Contact friends and relatives on your behalf
 - Help during emergencies
 - Direct you towards information on local laws, regulations, cultural customs, and obtaining visas
 - Assist with medical emergencies
 - Replace passports and take citizenship applications
 - Try to ensure equitable treatment under local laws if you are arrested, and inform friends and family upon request
 - Notify next of kin regarding accidents or deaths
 - Locate missing persons
 - **What consular services CANNOT Do:**
 - Provide legal advice
 - Post bail, pay fines or legal fees
 - Get you out of prison
 - Investigate a crime or death
 - Ask local authorities to give preferential treatment to Canadians
 - Pay your hotel, medical, travel or other expenses
 - Make travel arrangements
 - Compensate or reimburse you for delayed or cancelled travel
 - Store personal effects or search for lost items
 - Assist with job hunting
 - Help you find accommodation
 - Accept mail on your behalf
- **University Policies and Expectations**
 - [Student Non-Academic Misconduct Policy](https://ucalgary.ca/legalservices/university-policies-procedures/student-non-academic-misconduct-policy)
(https://ucalgary.ca/legalservices/university-policies-procedures/student-non-academic-misconduct-policy)
 - [International Travel Policy](https://ucalgary.ca/legal-services/university-policies-procedures/international-travel-policy) (https://ucalgary.ca/legal-services/university-policies-procedures/international-travel-policy)
 - [Harassment Policy](https://ucalgary.ca/legal-services/university-policies-procedures/harassment-policy) (https://ucalgary.ca/legal-services/university-policies-procedures/harassment-policy)
 - **Consent has to be conscious, ongoing, voluntary and legally valid**

Keep in mind that you are an ambassador of the University