GUIDELINES FOR ITEMS TO INCLUDE IN TRAVEL BRIEFING

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

Undergraduate students are required to receive a travel briefing from UCalgary International Study Abroad (https://www.ucalgary.ca/international/study-abroad)

Request an International SOS travel and medical briefing, Click here (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)
- **Waivers/Informed Consents** (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

- Check UCalgary country risk ratings
  (https://iac01.ucalgary.ca/RiskMgmt/Travel/PublicCountryRisk)
- Check the Government of Canada Travel Advice and Advisories
  (https://travel.gc.ca/travelling/advisories) for the country you are visiting, including the Entry/Exit requirements tab to ensure you are aware of the COVID-19 requirements to enter your country of travel and to return to Canada
- **UCalgary Registration** (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

Remember, What Happens Abroad does not always Stay Abroad...
• **Government of Canada** (http://travel.gc.ca/travelling/registration) or country of passport registration

• **International SOS data on infection and vaccination rates** (https://pandemic.internationalsos.com/2019-ncov/covid19-locations-with-cases) - related to the country you are visiting
  o Ensure you understand any vaccination and quarantine requirements related to COVID-19

• **Required Travel Documentation**
  o Passport
    ▪ Passport is valid for more than 6 months past the end date of trip
  o Visa (if applicable)

• **Medical and Travel Insurance**
  o Travellers should review their individual coverage - additional travel insurance may have to be purchased
  o Ensure you have health coverage that will extend to cover any COVID-19 related illnesses while traveling
  o Employees and Academic Staff - Ensure you have either purchased travel insurance that would cover quarantine and trip interruption costs or that your department/unit head is aware of the travel and has adequate funds to manage those costs should they arise
  o Students - Ensure you have either purchased travel insurance that would cover quarantine and trip interruption costs or that you have adequate personal funds available to manage those costs should they arise

**Review**

• **Travel Itinerary**
  o Arrival and departure plan
  o Transportation plan

• **Environmental Factors/Natural Disasters**
  o Weather, temperature, dehydration, [Sun and heat safety tips for travellers](https://travel.gc.ca/travelling/health-safety/sun-tips)
  o Natural disasters
    ▪ Are earthquakes, hurricanes, etc. common or present? [http://travel.gc.ca/travelling/advisories](http://travel.gc.ca/travelling/advisories)
  o Mosquitoes - [Insect bite prevention](https://travel.gc.ca/travelling/health-safety/insect-bite)
  o 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)

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Ensure you adhere to the vaccination requirements of your country of travel and are able to provide the appropriate proof of vaccination

- **Mass gatherings (large-scale events)** ([https://travel.gc.ca/travelling/health-safety/mass-gatherings](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](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
  - 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))

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- 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 you 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 you 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.internationalsos.com/assistance-app](https://www.internationalsos.com/assistance-app)

**Pack smart**
- Pack one outfit and essentials in carry-on

**Exchange currency prior to trip**

**Register** [https://traininghub.internationalsos.com/curie](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
- **Waivers/Informed Consents** (https://ucalgary.ca/risk/risk-management-insurance/services/waivers)
  - Requires the last updated date on the Government of Canada country advisory
  - Indicates that the traveller acknowledges the associated risks involved with the trip
  - Document to be uploaded to online record
  - Reviewed by Risk Management and Insurance

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

![Last updated: September 27, 2018 11:05 ET

- **International SOS data on infection and vaccination rates**

*Write the date that you accessed and reviewed this information*

![I have read and understood the International SOS data on infection & vaccination rates for this Location(s) on the following date: __________________________.](https://pandemic.internationalsos.com/2019-ncov/covid19-locations-with-cases)

- **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

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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
  - 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)
    - 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)

- **Government of Canada Resources**
  - [Download the Government of Canada Travel Smart App](http://travel.gc.ca/mobile)
  - [Bon Voyage, But... Essential Information for Canadian Travellers](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)
  - [LGBTQ2 Canadians Abroad](https://travel.gc.ca/travelling/health-safety/lgbt-travel)
• Canadian consular services
  o 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
  o 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
  o International Travel Policy (https://ucalgary.ca/legal-services/university-policies-procedures/international-travel-policy)
  o 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*

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