



Date Last reviewed	December 2021
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Please review the information below. If you have any questions, please contact Risk Management & Insurance at riskmgmt@ucalgary.ca or 403-220-5847.

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) (<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) (<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

- Check [UCalgary country risk ratings](https://iac01.ucalgary.ca/RiskMgmt/Travel/PublicCountryRisk)
(<https://iac01.ucalgary.ca/RiskMgmt/Travel/PublicCountryRisk>)
- Check the [Government of Canada Travel Advice and Advisories](https://travel.gc.ca/travelling/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) (<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
- [International SOS data on infection and vaccination rates](https://pandemic.internationalsos.com/2019-ncov/covid19-locations-with-cases) (https://pandemic.internationalsos.com/2019-ncov/covid19-locations-with-cases) - related to the country you are visiting
 - Ensure you understand any vaccination and quarantine requirements related to COVID-19
- **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
 - Ensure you have health coverage that will extend to cover any COVID-19 related illnesses while traveling
 - 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
 - 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**
 - 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?
<http://travel.gc.ca/travelling/advisories>
 - Mosquitos - [Insect bite prevention](https://travel.gc.ca/travelling/health-safety/insect-bite) (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) (https://travel.gc.ca/travelling/health-safety/food-water)
- [Immunizations and Travel vaccinations](https://travel.gc.ca/travelling/health-safety/vaccines) (https://travel.gc.ca/travelling/health-safety/vaccines)

- 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>)

- 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.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 RiskAwareness eLearning course with ucalgary.ca email address

Review and Sign

- [Government of Canada Travel Advisory](http://travel.gc.ca/travelling/advisories) (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) (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*

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

Last updated: September 27, 2018 11:05 ET

Still valid: October 10, 2018 16:56 ET

- [International SOS data on infection and vaccination rates](https://pandemic.internationalsos.com/2019-ncov/covid19-locations-with-cases) (https://pandemic.internationalsos.com/2019-ncov/covid19-locations-with-cases)

**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: _____.

- [Travel Checklist](https://ucalgary.ca/risk/sites/default/files/teams/16/travelchecklist.pdf) (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>)
 - [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