

- * Delegated program:
1. Business Exchange
 2. Centre for Asia-Pacific Initiatives
 3. Co-op Work Term
 4. Masters in Global Business
 5. International Student Services Exchange

** When a "Special Advisory" is received, the Delegated Program OR Ben McAllister/Carolyn Russell will determine if the university will reach out to the traveller to ensure they received the "Special Advisory" and are safe.

The **FIRST** person to receive a relevant "Special Advisory" will email the traveller and carbon copy other delegated program contacts and Ben/Carolyn.

*** Critical Incident Activation - a formal procedure to provide for effective coordination across executive portfolios so that the university responds in a timely and effective manner to critical issues.

**** Where there is an "evacuate" email from ISOS in the region where travellers are present, either Risk Management or the Delegated program (whoever receives the email first) will contact Campus Security [250-721-7599] and advise on the available information and request that the On-Call Manager be notified to determine if activation of the Critical Incident Activation procedure should occur.

