

UVic Student & Staff Safety Abroad

Safety Planning Record for travel to locations with Global Affairs Canada Level “Avoid all travel” & “Avoid all non-essential travel.”

Overview

UVic authorizes student and staff travel to destinations with a Global Affairs Canada Level “**Avoid all travel**” & “**Avoid all non-essential travel**” advisory when:

- the work must be conducted in that place and at that point in time or else there will be significant negative consequences to the student or staff member’s academic program;
- the student or staff member has demonstrated a high degree of familiarity with the region;
- the student or staff member had demonstrated that he/she/they have taken adequate steps to assess and mitigate risks; and
- the student or staff member will have adequate support and guidance in the region.

This Safety Planning Record enables you to document the potential risks that you may encounter in the international location with a Level “**Avoid all travel**” & “**Avoid all non-essential travel**” advisory, and to create a plan for mitigating those risks. You may undertake your travel only when you have gained authorization to travel.

Instructions

The following flow chart indicates the process used to gain authorization to travel. **The approval process may take up to six months**, so complete this form as soon as you are able.



Useful resources for researching the risks associated with this travel include:

- Country report for the location(s) from Global Affairs Canada: www.travel.gc.ca
- **International SOS**: uvic.ca/cas/login

Student or Staff Member Information

First Name:	Last Name:
Address:	
City:	Province:
Postal Code / ZIP Code:	Country:
Phone Number:	Email:
Student Number:	Faculty:
Date of Departure:	Date of Return:

Faculty/Staff Member Supporting this Travel

Faculty/Staff First Name:	Faculty/Staff Last Name:
Phone Number:	Email:
Department/Program:	Faculty:

Names and departments/units of other faculty members or staff participating in planning for this project:

Travel Details

Country:
Region:
City (or nearest city):

Describe any previous experience or background that you have in this region:

Describe the range of activities that you will be engaged in during the international activity:

Summarize your complete travel itinerary, including all locations and dates:

Are others traveling with you? If yes, please list their names and affiliations (i.e., UVic student, UVic faculty member, student at another Canadian university, etc.):

Academic Necessity of Travel

Is this travel part of a credit-based activity at UVic? If yes, indicate the course/program name and number? :

What significant negative consequences to your academic program will occur if you don't complete this international activity now? :

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Support and Guidance in the Region

Name of Local Organization with which you are working:

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Contact first name:

Contact last name:

Phone Number:

Email:

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Describe the local organization's experience receiving international volunteers/participants and what they do to ensure their safety (e.g., a safe house, secure transportation, etc.):

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Describe how the faculty/staff member supporting your travel will provide guidance for travel to this region:

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If the faculty member will not accompany you on this trip, indicate your communication plans:

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Risk Assessment and Emergency Planning

List identified hazards associated with activities or environment (i.e., extreme heat or cold, high altitudes, disease, crime, violence, political instability, etc.) and risk management measures planned or taken for eliminating or reducing risks to acceptable levels. Please enter as many as possible. Append additional pages as required.

Hazard	Risk Analysis	Risk Management Plan
<i>(Infectious disease and parasite)</i>		

<i>(Banditry)</i>		
<i>(Unforeseen medical emergency)</i>		
<i>(Motor Vehicle Accidents)</i>		
<i>(Insurance Details)</i>		
<i>(Other)</i>		
<i>(Other)</i>		
If the safety of your situation changes how will you leave the area? What emergency plans are in place:		
How will you prepare to ensure you can manage the impact of this transition including your well-being and capacity to fully engage in this experience? What do you know about yourself that may make this challenging?:		
What modes of transportation will you use on the ground? <i>(Private Vehicles, Commercial Carriers, other?)</i>		

Signatures and Authorizations

Student or Staff Member Name:	
<i>Signature of Student or Staff Member:</i>	<i>Date:</i>
<i>Comments:</i>	

The UVic Faculty/Staff Member who supports this travel Yes No

UVic Sponsor Name:	
<i>Signature of UVic Sponsor:</i>	<i>Date:</i>
<i>Comments:</i>	

The Dean or Director who supports this travel Yes No

Head of Unit Name:	
<i>Signature of Dean or Director:</i>	<i>Date:</i>
<i>Comments:</i>	

Director, Global Engagement supports this travel Yes No

Global Engagement Director's Name:	
<i>Signature of Director, Global Engagement:</i>	<i>Date:</i>
<i>Comments:</i>	

Risk Management supports this travel Yes No

Risk Manager Name:	
<i>Signature of Risk Manager:</i>	<i>Date:</i>
<i>Comments:</i>	

The Vice-President Academic supports this travel Yes No

Vice-President Academic Name:	
<i>Signature of Vice-President Academic:</i>	<i>Date:</i>
<i>Comments:</i>	

Personal Security Measures Planning

High Risk Scenarios:

Robberies

- No single robbery will be the same. Remember your assailants will be nervous and could be under the influence of drugs or alcohol. If stopped, do not resist and remain passive.
- Follow instructions. Remain calm, do not shout or swear at the assailant(s). Keep hands open where they can be seen. (Avoid direct eye contact where possible)
- Do not make sudden moves. If travelling in a vehicle, and told to get out, do so slowly and deliberately. Try to keep your phone with you.

Shootings

- Get on the floor immediately and look around for hard cover. Once in cover, try to determine where the threat is coming from and consider whether to run or hide.
- If hiding is the best option, consider lock-down options (fortify doors with eye bolts, rope or furniture). Turn off lights, put phone on silent and move away from doors and windows.
- Keep assessing the situation. The perpetrators may be on the move.
- When armed police arrive put your hands in the air with your palms open and move deliberately to safety.

Bombings

- Take cover in case of secondary blasts or follow up attacks. Lie flat and use your arms to protect your eyes. Stay away from glass or electronic fixtures.
- Move away from danger areas as soon as possible. Avoid crowds and do not return for any lost belongings or documentation. Do not use elevators if in a building.
- Avoid using personal electronic devices near the blast area. Electrical sparks or signals could trigger other bombs.
- Avoid gathering in a group immediately following a blast. A secondary blast is likely to target obvious assembly points.

Kidnappings

- Do not resist during the abduction phase. Cooperate from the outset.
- Surviving life as a hostage. Build relationships where you can – learn some of the language. Ask for things and accept everything.
- Threats and pressure. Expect some verbal and physical abuse and violence.
- Negotiation. Do not self-negotiate. Believe and trust in those who are trying to resolve the situation safely.