



UNIVERSITY OF  
SASKATCHEWAN

**INTERNATIONAL TRAVEL  
SAFETY PLAN**

# INTERNATIONAL TRAVEL SAFETY PLAN

## CONTENTS

BACKGROUND INFORMATION AND EMERGENCY PREPARDNESS .....	3
HEALTH, SAFETY AND SECURITY DURING INTERNATIONAL TRAVEL.....	5
INTERNATIONAL TRAVEL JOB SAFETY ANALYSIS.....	6
SITE-SPECIFIC EMERGENCY CONTACT LIST .....	7
COMMUNICATION PLAN .....	7
SITE-SPECIFIC EMERGENCY RESPONSE PLAN .....	8
INTERNATIONAL TRAVEL SAFETY PLAN APPROVAL .....	9
TRAVELER ACKNOWLEDGEMENT LOG .....	9
HAZARD AND RISK ANALYSIS FORM.....	10
Conducted by: .....	10
INTERNATIONAL STUDENT AND STUDY ABROAD CENTRE .....	11
UNIVERSITY SAFETY RESOURCES.....	13
.....	13

**THIS IS A TEMPLATE.  
FOR ASSISTANCE IN DEVELOPING AN INTERNATIONAL TRAVEL SAFETY PLAN PLEASE  
CONTACT ISSAC AT 306-966-4925.**

## BACKGROUND INFORMATION AND EMERGENCY PREPAREDNESS

### GENERAL INFORMATION

Pursuant to the University of Saskatchewan's [Fieldwork and Associated Travel Safety Policy](#) and the [International Travel Risk Management – Academic Mobility Programs Policy](#), this International Travel Safety Plan and Emergency Response Plan (ERP) has been developed to help faculty, staff and students ensure their international travel, research and study is conducted in a safe manner. The University has a duty of care to all students when they are participating in university-affiliated activities, both on and off campus.

Fulfilling this duty of care involves planning and understanding the foreign environment(s) you will be visiting. When travelling with a group of students the following must be considered:

- The basic safety and security in the region you plan to visit
- The provision of appropriate supervision
- Applicable orientation training and regular communication throughout the trip

This International Travel Safety Plan Template will help ensure all travellers are familiar with a comprehensive safety plan, and have the opportunity to share all pertinent safety information with the university.

All travelling personnel shall be familiar with:

- This International Travel Safety Plan
- Any related Fieldwork or Field School Safety Plan
- All site-specific written work plans and/or standard operating procedures (SOPs)
- All related Emergency Response Plans (ERPs)

***This International Travel Safety Plan must be reviewed and revised as necessary at least once every three years.***

### PRINCIPAL INVESTIGATOR/FACULTY LEAD:

Name and Contact Information

### NATURE OF TRAVEL:

Description of Research or Study

**TRAVEL DATES AND DESTINATION COUNTRY (provide names of all cities/sites that you are planning to visit):**

### HAZARD AND RISK ASSESSMENT WHILE TRAVELLING

Training is important for preventing injuries, because the range of travelling environments can be unpredictable and quick to change. This is why ongoing observation, communication and problem solving must be used to help ensure a safe trip.

Also, safety management is a system of continual improvement, so we must understand how to do things properly and continually think of ways to do things better. Use the hierarchy of hazard controls below when deciding on appropriate preventive and protective measures for the hazards and risks you face while travelling, studying and conducting research.

Each hazard and risk you face should be managed at the highest possible level on the hierarchy. In most cases, a combination of measures will be necessary to effectively control the hazards and risks.

Think about this hierarchy when conducting field site inspections and while continually observing your surroundings and analysing your activities, and use this information to aid in the development of written procedures:

1. **Eliminate/avoid the hazard;** e.g. select an alternative destination or a different way of conducting the job. Put specific control measures in place, or do the job at a time when conditions do not present an additional hazard to yourself or others.
2. **Substitute;** e.g. investigate your options and select the least hazardous alternative for performing activities.
3. **Use Administrative Controls;** mitigate risks by researching the destination country and culture, use reputable local partners, follow the required approval processes for new study abroad programs, follow the U of S procedures for

high-risk travel.

4. **Use Personal Protective Equipment;** if there are risks related to the activity, use the necessary personal protective equipment and follow all guidelines and protocols.
5. **Transfer risks;** Confirm that all participants are adequately insured (health and life) and protected against liability.

#### SOP – USING THE SITE-SPECIFIC EMERGENCY RESPONSE PLAN(S)

1. Each site has a specific emergency response plan and specific emergency response procedures and contact numbers.
2. All members of the travel team must be familiar with the site specific plan, and their specific duties included in the plan.
3. All members of the travel team shall help conduct a site inspection upon arrival, noting anything that may affect emergency response.
4. Any questions relating to the health, safety and preparedness of the field team shall be answered to the best ability of travel supervisors.
5. A task-specific hazard and risk analysis shall be undertaken for new activities and those without an existing SOP, noting anything that may affect emergency response.
6. Review and Understand the Site-Specific Emergency Response Plan(s) included in this FTSP and know your role.
7. Conduct hazard and risk analyses when needed (i.e. when procedures for hazardous activities or new locations do not exist).

## HEALTH, SAFETY AND SECURITY DURING INTERNATIONAL TRAVEL

### PLANNING AND COMMUNICATION

The University of Saskatchewan aims to provide safe and healthful work and study environment.

To accomplish this it is important to work diligently at maintaining a safe and healthful environment and following safe procedures, especially when in unfamiliar surroundings and foreign locations. To achieve this, all travelers should be trained to clearly understand where they are travelling. This includes time travelling, time spent at study and research locations and time spent at lodgings.

Additionally, the University of Saskatchewan expects that any personnel expected to drive on behalf of the University are appropriately authorized to do so.

Upon arriving travelers should conduct an inspection to identify unexpected and/or new hazards and risks and review the site-specific emergency response plans (see checklist and site-specific ERP). Everyone in the group should participate. It is the responsibility of the travel supervisor to stay informed of changes in the local environment and appropriately revise the emergency response plan when needed.

All travelers shall endeavour to remain vigilant to recognize risks and hazards and control them wherever they are traveling. Even with the best training in place, emergencies can and do occur. Therefore, all student supervisory personnel shall understand how to react appropriately if an emergency occurs and pay attention to Department of Foreign Affairs travel advisories and local news.

Procedures and emergency response plans (ERPs) to be developed and taken along to help ensure all travel is conducted consistently in a safe manner. The information provides the tools to understand the risks and hazards faced in the field (this plan including the general job safety analysis) and provides control measures that shall be employed (SOPs) to avoid injury and prevent any disruption to study and research progress.

No activity is so important that it must be done when your safety may be compromised. All group members must understand the hazards, risks and the necessary precautions to ensure a safe study and research environment.

All members of the travel team and those supervising students have the authority and responsibility to stop any work they feel is unsafe. The time and costs associated with preparation is insignificant when compared to a serious injury or illness.

Before any travel is undertaken every member of the travel team must fully understand their role, have the appropriate training, and know how they are expected to react in the event of an emergency.

All questions shall be directed to immediate supervisor any questions they have relating to doing the job safely.

**Preparation and effective communication are important to avoid emergencies and ensure a safe journey. Communicate openly about all known hazards, risks and control measures; look out for each other; raise all concerns; report all injuries; and bring forward all suggestions for improvement.**

## INTERNATIONAL TRAVEL JOB SAFETY ANALYSIS

JOB ACTIVITIES	RELATED HAZARDS	HAZARD CONTROLS
<b>INTERNATIONAL TRAVEL:</b>		
<ul style="list-style-type: none"> <li>• Travel to other countries</li> <li>• Working/studying in an unfamiliar environment</li> <li>• Staying in locations where English may not be commonly used</li> <li>• Travel via air, train, bus or boat</li> </ul> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p><b>Additional Resources:</b></p> <ul style="list-style-type: none"> <li>• Centers for Disease Control – Traveler’s Health Information: <a href="http://wwwnc.cdc.gov/travel/content/illness-injury-abroad.aspx">http://wwwnc.cdc.gov/travel/content/illness-injury-abroad.aspx</a></li> <li><a href="http://wwwnc.cdc.gov/travel/content/stay-healthy.aspx">http://wwwnc.cdc.gov/travel/content/stay-healthy.aspx</a></li> <li>• Refer to the University International Travel Risk Management-Academic Mobility Program Policy <a href="http://www.usask.ca/university_secretary/policies/academic/7_01.php">http://www.usask.ca/university_secretary/policies/academic/7_01.php</a></li> </ul> </div>	<ul style="list-style-type: none"> <li>• Injuries and illnesses</li> <li>• Imminent threats to safety and well-being (e.g. crime, assault, burglary, violence, fraud, theft, war)</li> <li>• Corruption</li> <li>• Scarcity of resources</li> <li>• Issues arising from cultural differences (such as misunderstandings regarding quality of services, different expectations, harassment)</li> <li>• Lack of safety standards, or services in transit and in destinations</li> <li>• No common language – lack of effective communication</li> <li>• Culture shock and related symptoms</li> <li>• Diseases endemic to area of travel – insects, animals</li> <li>• Lack of sanitation</li> <li>• Contamination of food and water</li> <li>• Bites/stings from insects</li> <li>• Encounters with dangerous animals</li> <li>• Irritation/allergies to native plant or flora species</li> <li>• Limited access to cash/ATMs, no option to use debit or credit cards</li> <li>• Undisclosed medical conditions</li> <li>• Environmental hazards such as drought and flooding</li> <li>• Misconduct</li> <li>• Mental health issues</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Contact the International Student and Study Abroad Centre, or ISSAC</b> for assistance in planning any international travel: <a href="http://students.usask.ca/goabroad/safety/requirements.php">http://students.usask.ca/goabroad/safety/requirements.php</a></li> <li>• Consult U of S Travel and Associated Travel Policy: <a href="http://www.usask.ca/university_secretary/policies/health/3_13.php">http://www.usask.ca/university_secretary/policies/health/3_13.php</a></li> <li>• Consult the U of S Travel and Associated Travel Guidelines: <a href="http://www.usask.ca/dhse/file_view/download.php/Travel_and_Associated_Travel_Safety_Guidelines.pdf?id=124&amp;view=1">http://www.usask.ca/dhse/file_view/download.php/Travel_and_Associated_Travel_Safety_Guidelines.pdf?id=124&amp;view=1</a></li> <li>• Refer to U of S Working Alone Policy (if applicable): <a href="http://www.usask.ca/university_secretary/policies/health/3_12.php">http://www.usask.ca/university_secretary/policies/health/3_12.php</a></li> <li>• Consult the Government of Canada for information about travel advisories, entry and exist requirements, travel health etc. <a href="http://travel.gc.ca/travelling">http://travel.gc.ca/travelling</a></li> <li>• <b>Register with the Government of Canada prior to travel (Registration of Canadians Abroad)</b></li> <li>• Complete the U of S pre-departure process with ISSAC (for students)</li> <li>• Inform the U of S and your local partners of your anticipated arrival and departure dates and routes</li> <li>• Follow the U of S procedures for high-risk travel</li> <li>• Research the destination country and culture</li> <li>• Pack a first aid kit</li> <li>• Schedule an orientation for students to go over logistical arrangements, program rules and the International Travel Safety Plan.</li> <li>• Travel supervisor should have information about all pre-existing medical conditions that may require medical attention overseas or that could affect the safety of the individual or the program as a whole</li> <li>• Any prescription medications should be kept in their original containers. Confirm that the medication is legal in the destination country and take enough to cover your entire time abroad</li> <li>• Always carry working telephone or satellite phone together with emergency telephone numbers with you</li> <li>• Check-in with someone at the U of S at prearranged intervals</li> <li>• Keep your passport and other travel documents in a safe place</li> <li>• Keep a photocopy of the front page of your passport separate from your passport</li> <li>• Be aware of laws, cultural norms and expectations of your destination country</li> <li>• Lower your tourist profile</li> <li>• Have a buddy system and an emergency meeting place</li> </ul>

These are example hazards and risk mitigation measures that can be included in your travel safety plan.

## SITE-SPECIFIC EMERGENCY CONTACT LIST

U of S - EMERGENCY CONTACT INFORMATION			
Title	Name	Contact Number(s)	Role
International Student and Study Abroad Centre		+1-306-966-4925	Resource
Protective Services (24/7 incident reporting)		+1-306-966-5555	Resource
Safety Resources		+1-306-966-8838	Resource

DESTINATION COUNTRY - EMERGENCY CONTACT INFORMATION				
Contacts	Work #	Home #	Cell #	Notes
<i>Student participants are expected to have provided emergency contact information either to the GIWS office or on PAWS system</i>				

## COMMUNICATION PLAN

COMMUNICATION PLAN	
<p><b>COMMUNICATION PLAN:</b> let designated person know when the group is leaving the U of S and when they expect to return. Call designated person upon return and/or at regular intervals during the trip.</p>	
Designated Person:	Phone Number:
Date/Time leaving:	Date/Time of return:

Additional Comments:

## SITE-SPECIFIC EMERGENCY RESPONSE PLAN

<b>ACCESS TO FIRST AID SUPPLIES AND TREATMENT</b>	
<b>Methods of Emergency Communication:</b> <input type="checkbox"/> Vocal <input type="checkbox"/> Cellular <input type="checkbox"/> Sat Phone <input type="checkbox"/> Email <input type="checkbox"/> Other:	
<b>Location of First Aid Kit:</b>	
<b>Primary number to contact Local Emergency Responders at Destination:</b>	
<b>Name of person(s) providing Destination First Aid:</b>	
<b>Location of nearest telephone if outside assistance is required:</b>	
<b>EMERGENCIES REQUIRING EVACUATION</b>	
<p>If there is a civil emergency or a natural disaster in your destination country, leave if you can do so safely. Contact the nearest Canadian Embassy/High Commission to inform them of your whereabouts. Canadian officials can help you with evacuation if all means of commercial and personal transportation have been exhausted. Maintain a low profile, listen to local news and carry an emergency kit that you can stay self-sufficient for 72 hours.</p>	
<b>C. ON SITE INJURY, SERIOUS REACTIONS, ILLNESS - FOR MEDICAL ATTENTION AT DESTINATION</b>	
<p>In the event of an injury requiring more than minor first aid, or any participant reporting symptom(s) of illness, or exposure to hazardous substances, immediately take the affected person to:</p>	
<b>Hospital Name:</b>	<b>Address:</b>
<b>City:</b>	<b>Telephone:</b>
<b>D. REPORTING INCIDENTS OF INJURY AND EMERGENCY SITUATIONS</b>	
<p>Contact ISSAC during regular office hours (Central Standard Time) at +1-306-966-4925 or Protective Services for 24/7 assistance at +1-306-966-5555.</p> <p>In the event of an accident or near miss incident, the Safety Resources Incident Report Form must be completed on-line as soon as possible at: <a href="http://www.safetyresources.usask.ca">www.safetyresources.usask.ca</a></p>	
<b>E. IMPORTANT EMERGENCY RESPONSE CONTACT NUMBERS AT DESTINATION</b>	
<b>Local emergency number</b>	

## INTERNATIONAL TRAVEL SAFETY PLAN APPROVAL

DEPARTMENT/COLLEGE ACKNOWLEDGEMENTS – AUTHORIZING THE USE OF THIS PLAN			
<p><b>I, the undersigned:</b></p> <p>Have reviewed this International Travel Safety Plan and authorize its use.</p>			
Title	Name (printed)	Signature	Date
		x	

## TRAVELER ACKNOWLEDGEMENT LOG

ACKNOWLEDGEMENTS OF PARTICIPANTS			
<p><b>I, the undersigned, acknowledge that:</b></p> <p>(a) I am fully informed of the risks of this travel and I accept these risks;</p> <p>(b) I will comply with the established safety and emergency response procedures, will endeavour to continually improve procedures and I will use all necessary personal protective equipment (PPE) when conducting all travel activities;</p> <p>(c) I am in a satisfactory state of health to undertake the study and travel;</p> <p>(d) I will ensure those I supervise are aware of this plan and appropriately trained to safely conduct all activities;</p> <p>(e) I know who I am to discuss any questions, suggestions or concerns I have; and,</p> <p>(f) I have read and I accept this International Travel Safety Plan.</p>			
Title	Name (printed)	Signature	Date
		x	
		x	
		x	
		x	
		x	
		x	
		x	
		x	
		x	
		x	

HAZARD AND RISK ANALYSIS FORM

Title: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Conducted by: \_\_\_\_\_

ACTIVITY OR SITE	RELATED HAZARDS	RISK RATING (P X S = RISK)			PRECAUTIONS TAKEN
		PROBABILITY	SEVERITY	RISK	
				1 2 LOW 3 4 6 MED 8 9 12 16 HIGH	
				1 2 LOW 3 4 6 MED 8 9 12 16 HIGH	
				1 2 LOW 3 4 6 MED 8 9 12 16 HIGH	
				1 2 LOW 3 4 6 MED 8 9 12 16 HIGH	
				1 2 LOW 3 4 6 MED 8 9 12 16 HIGH	
				1 2 LOW 3 4 6 MED 8 9 12 16 HIGH	
PROBABILITY (P) →		' 1 ' Remote	' 2 ' Low	' 3 ' Possible	' 4 ' High
SEVERITY (S) →		' 1 ' Minor	' 2 ' Medical Aid	' 3 ' Serious	' 4 ' Permanent

**ACKNOWLEDGEMENT OF HAZARD AND RISK ANALYSIS:**

Name; Date; Initials:

Name; Date; Initials:

Name; Date; Initials:

## INTERNATIONAL STUDENT AND STUDY ABROAD CENTRE

The International Student and Study Abroad Centre (ISSAC) provides international education services to the campus community and oversees student travel safety at the University of Saskatchewan.

For liability and student safety reasons, all international travel that is affiliated or sponsored by the University of Saskatchewan and involves students must be reported to ISSAC.

As per the U of S policy on International Travel Risk Management and Academic Mobility Programs, all students (undergraduate, graduate, PhD students and medical residents) are required to complete the International Travel Registry (ITR) and a U of S pre-departure orientation as a requirement for their participation. These are also mandatory requirements for all students who have applied for centralized funding through ISSAC. Please note that non-compliance will be brought to the Colleges' attention and may result in a cancellation of participation.

The purpose of the pre-departure process is to prepare students for international travel, inform them of the rights and responsibilities related to their participation, help students research their destination countries and prepare for site and activity-specific risks.

Colleges and departments should familiarize themselves with country-specific travel advisories prior to approving international travel. ISSAC should be notified at least 60 days prior to departure of any student mobility taking place outside Canada.

**If your program has been approved by the College and your emergency response plan has been submitted to ISSAC, please complete the International Trip Set Up form at:**

<http://students.usask.ca/goabroad/safety/requirements.php>

After you complete the form, send it to [itr.admin@usask.ca](mailto:itr.admin@usask.ca)

By submitting this form, you will initiate the pre-departure process for your students. Participants, including all accompanying faculty and staff, will be notified by email once the trip has been entered into the International Travel Registry and they have access to the registry. Only U of S students are required to complete the assigned travel safety tasks but faculty and staff are encouraged to keep track of student progress.

Please note that if a college or department is sending students to countries or areas that are currently under a severe travel advisory as per the Department of Foreign Affairs ([travel.gc.ca](http://travel.gc.ca)), travel will not be automatically approved. Individual students must request an exemption from the university's policy in order to travel and this process should be started at least two months prior to the estimated departure date. For liability and student safety reasons, high-risk travel should not take place without a successful exemption.

**For more information about the exemption process, please visit:**

<http://students.usask.ca/goabroad/safety/international-travel-risk-management-procedures.php>

Or email [itr.admin@usask.ca](mailto:itr.admin@usask.ca)

**All students involved in study abroad programs or international activities should:**

- Research their destination country including its culture, customs and laws.
- Make appropriate arrangements to obtain required permits to enter and stay in their destination country.
- Determine which vaccinations and other medication is needed.
- Make sure they have adequate supplemental health coverage for the entire duration of their travel. Students are required to show proof of this coverage on the International Travel Registry (ITR).
- Comply with the U of S Travel Safety requirements including the ITR and completing a pre-departure orientation.
- Mitigate risks related to the site or activities. This includes:
  - A thorough consideration of logistical arrangements on the ground.
  - An emergency preparedness and response plan (using this template and customizing it as necessary).
  - Informing the U of S of medical conditions or other issues that may affect the safety or well-being of an individual or significantly impact the participation of other students.
  - Make smart choices while traveling in order to avoid risks related to lack of information or poor decision-making (e.g. substance abuse, miscommunication, participation in political demonstrations, high-risk recreational activities etc.)
- Students are required to complete the U of S Indemnity and Liability forms and submit them to ISSAC prior to departure as a way to demonstrate that they understand the risks, responsibilities and U of S requirements related to their participation. Forms will be available on the ITR once students have access to the registry.

**Contact the ISSAC office if you have any questions or concerns and/or if you require any assistance:**

ISSAC

Room 80, Lower Place Riel (8:30 AM to 4:30 PM)

Phone Number: 306-966-4925

Email: [itr.admin@usask.ca](mailto:itr.admin@usask.ca)

Drop in Advising: Monday to Friday 9:00 AM until 12:00 Noon

## UNIVERSITY SAFETY RESOURCES

### Safety Resources – Client Services...

Focused on you—our client—in providing integrated health and safety systems, programs and services. We offer a dedicated and qualified workplace safety consulting team to every college and administrative unit at the university, as well as provide expert advice in all aspects of occupational health and safety.

### Your Safety Consultant Team:

- Is your primary point of contact for all matters of workplace, laboratory and domestic travel safety;
- Brings an holistic understanding and appreciation of client needs, requests, and challenges;
- Provides consistent consultative services and deliverables in a timely manner;
- Offers multi-disciplinary team support to ensure safety management across all disciplines, programs and services; and,
- Advances a health and safety culture through engagement with you and your team.

### **You Will Gain Value Through:**

- Our support and guidance (on the phone, in email and in-person typically in your workspace)
- Efficient and easy to follow systems to help ensure you are compliant with applicable legislated OHS regulatory requirements
- Management of your OHS liabilities when supervising others, domestically and abroad
- Sharing ideas that have proven to be effective for other clients with similar workplaces

### Safety Resources Offers the Following Services...

- Consultation and training in health, safety and environmental protection
- Leadership and support in safety management
- Specialty programs (e.g. radiation safety, biosafety, chemical safety, hazardous waste management, environmental protection)
- Local Safety Committee support
- Incident review and follow-up
- Regulatory support

### The University of Saskatchewan Wellness and Safety Resources Team...

- **Wellness Resources** (formerly Health and Wellness)
- **Protective Services** (formerly Campus Safety)
- **Safety Resources** (formerly Workplace Safety and Environmental Protection and Health Safety and Environmental Management System)

### **Our Vision...**

*Provision of leading edge safety, health and wellness programs that contribute to the engagement of employees and the success of the university in its education and research goals; our safety, health and wellness programs are integrated with the institution's strategies. People in our community share responsibility for the safety and wellbeing of themselves and others.*