

# Approval of Risk Assessment International Off-Campus Student Travel

|  |  |
|--|--|
| <b>Faculty/Department/Unit/Group:</b>  |  |
| <b>Name of Off-Campus Activity/Program:</b> <i>(if applicable)</i>   |  |
| <b>Off-Campus Activity &amp; Travel Leader:</b><br>Name:<br>Position:<br>Phone:  | <b>Category of Off-Campus Activity &amp; Travel:</b><br><input type="checkbox"/> Academic <input type="checkbox"/> Research<br><input type="checkbox"/> Athletic<br><input type="checkbox"/> Other:                          |
| <b>Off-Campus Activity &amp; Travel Dates:</b><br>Departure:<br>Return:  | <b>Number of participants:</b>   |
| <b>Type of Traveler:</b> <i>(check all that apply)</i><br><input type="checkbox"/> Graduate Student(s)<br><input type="checkbox"/> Undergraduate Student(s)<br><input type="checkbox"/> Other: | <b>Transportation Mode(s):</b> <i>(please specify)</i>   |
| <b>Provide a brief description of the types of activities that will be performed:</b><br><br>  |  |
| <b>↓ Associated Risk Level from the Risk Assessment Worksheet:</b> <i>(check one)</i>  |  |
| <input type="checkbox"/> <b>Low</b> <i>(approval required for international travel only)</i><br><br><input type="checkbox"/> <b>Medium</b>   | <input type="checkbox"/> <b>High</b><br><br><i>Please note: Student off-campus activities assessed with a High Level of Risk will only be approved in exceptional circumstances by the Provost or his/her designate.</i>     |
| <b>Location(s):</b><br><small>(city, country)</small>  | <small>If applicable – alerts, warnings, bulletins and/or reports from:<br/>         Foreign Affairs and International Trade Canada (DFAIT); Public Health Agency of Canada; Public Safety Canada; Emergency Info BC</small> |
|  |  |
|  |  |
| <b>Provide a brief description (or attach a separate document) outlining any risk mitigation activities:</b><br><br>   |  |

**I have performed the Risk Assessment as outlined in the *Risk Assessment for Off-Campus Travel Involving Students Procedure*, I understand the actions required as outlined in the *Risk Assessment Worksheet for Off-Campus Travel Involving Students* and agree to ensure they are performed prior to departure.**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I have reviewed and approve the Risk Assessment.**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(Second authorization if necessary)*

**I have reviewed and approve the Risk Assessment.**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## TRU Field School Risk Management

### TRIP PLAN 2015

#### Introduction

This document is intended to act as a planning document for faculty who are organizing international Field Schools at TRU. While it is a Departmental decision which Field Schools will run – and to where – it is an institutional requirement that appropriate planning and supervision will be applied to their operation. This document is meant to assist with that process and faculty are expected to carry out the minimum level of planning outlined below.

Much of the information collected below will be used by the Department to ensure adequate planning and decision making is undertaken. Also, many of the questions are for the information of TRU Administration and TRU World so they can address questions from student parents, contact the group in the case of family emergencies, respond adequately to Field School emergencies, address the legal requirements of offering Field Schools, and provide adequate information to media and families in the event of emergencies.

A completed version of this form must be submitted to TRU Study Abroad along with the **NEW Approval Form before** any international Field School is undertaken. **CUEF funds will not be released until all students have participated in a Pre-Departure Risk Management and Intercultural Session. All cheques will be given to the Faculty member leading the Field School on delivery of all student forms and signing of Approval Forms.**

**NEW PROCESS:** Please allow for **2 – 3 weeks** prior to departure for the signing of the **Approval Form** by the Study Abroad Centre and the Provost and Vice-President Academic Offices.

## ***Leadership & General Information***

|  | <b>Fill in the Information in this Column</b>          |
|--|--|
| <b>Today's Date</b>  |  |
| <b>Field School Course Name, Number and Location</b>   |  |
| <b>Primary Faculty Name</b><br>Experience at the Field School location<br>Destination language fluency<br>Contact information  |  |
| <b>Secondary Faculty Name</b><br>Experience at the Field School location<br>Destination language fluency<br>Contact information  |  |
| <b>Additional Leadership</b><br>Are there other part-time TRU personnel, in-country staff, contracted service providers, or volunteers being used? Be specific.  |  |
| <b>Local emergency contact</b><br>Is there a local person in-country that TRU could use as an emergency contact? Provide their name, position, location and contact details. <b>List information for each country being visited.</b> | Country #1:<br><br>Country #2:<br><br>Country #3: etc. |

## ***I. Academic Purpose, Itinerary Planning and Contacts***

|  | <b>Fill in the Information in this Column</b>                 |
|--|---|
| <p><b>Field School Academic Purpose</b><br/>Provide details regarding the purpose of the Field School, what program of students it relates to, and what the educational outcomes are.</p>  |   |
| <p><b>Field School Itinerary</b><br/>Provide a complete itinerary that includes dates, locations, travel schedule and accommodation provider names.</p>  |   |
| <p><b>Field School Logistics</b><br/>Provide details regarding means of transportation, program activities included, partners in the delivery of the Field School, etc.</p>  |   |
| <p><b>Service Providers</b><br/>Describe any 3<sup>rd</sup> party that is being contracted to make any arrangements. Describe your relationship with them and your assessment of their reliability. Do you have first-hand knowledge of their competency? Do they carry liability insurance? What amount? Attach a certificate of insurance.</p>   |   |
| <p><b>Contact List</b><br/>Linked to the itinerary, attach a contact list that includes all in-transit and in-country accommodation, transportation, service provider, staff, volunteer, and host institution contact details. This should include dates, phone numbers, email, websites, etc. so that faculty and students can be contacted at any point on the trip. <b>List information for each country being visited.</b></p> | <p>Country #1:</p> <p>Country #2:</p> <p>Country #3: etc.</p> |

|   | Fill in the Information in this Column                            |
|---|---|
| <p><b>Banking and Finance</b><br/>Field School budgets can be substantial. Describe how you will manage and reconcile the income and expenses of this Field School. List the sources and amounts of revenue for the Field School?</p>   |   |
| <p><b>Canadian Embassy or Consulate details</b><br/>Provide full contact details for the in-country Canadian Embassy or Consulate, or its alternative. Have you contacted them for advice? <i>List information for each country being visited.</i></p>  | <p>Country #1:<br/><br/>Country #2:<br/><br/>Country #3: etc.</p> |
| <p><b>Faculty</b><br/>Describe how many faculty will be travelling with the group and what your strategy is if a faculty member should become ill or incapacitated before or during the Field School. If only one faculty members is expected to travel with the group, your information should address the planned contingency should that faculty member become ill or incapacitated.</p> |   |

## ***II. Risk Management***

### **Risk Identification & Risk Description**

It is expected that Field School planners will:

- Demonstrate a rigorous process to identify the frequency and severity of potential Field School hazards
- Apply appropriate controls to mitigate these hazards
- Make appropriate emergency response plans to respond to incidents caused by these hazards
- Have contingency plans in place in the event the Field School itinerary needs to be changed due to these hazards

### **Risk Controls**

There are four main risk control actions that Field School planners must implement. They are:

1. **Risk Avoidance.** These are conscious actions taken to not engage in an activity. For example, a decision to not travel to a specific country because of political risk is practicing avoidance.
2. **Risk Mitigation.** These are conscious actions taken to change the nature of an activity to reduce risk. For example, having students drink only bottled water is intended to prevent diarrhoea from untreated local water.
3. **Risk Retention.** These are conscious actions taken to help reduce the severity of risk through support, training and disclosure. For example, having students wear a life jacket in the event a boat overturns or seatbelts in the event of a vehicle accident.
4. **Risk Transfer.** These are conscious actions taken to spread the potential negative effects of an incident with other individuals or organizations. For example, having travel medical insurance shares the cost of the incident with insurers and contracting transportation shares this responsibility with the transportation provider.

**In the table below, work through the specific hazards that exist in your Field School and apply control measures from the four action areas above.**

| <b>Identify Risk Issue or Activity</b>   | <b>Risk Description</b><br>[Identify and list any risks that arise from the activity]   | <b>Risk Control Strategies</b><br>[Identify the risk control strategies you will use to mitigate the hazards]  |
|--|---|--|
| <b>Canadian Government Travel Warning</b><br>Go to the Canadian Department of Foreign Affairs and International Trade (DFAIT) website and <b>PRINT AND ATTACH</b> Section 2 “Warnings and Recommendations” to this report. <b>You must do this for all countries being visited.</b> Follow this link to the DFAIT site: <a href="http://www.travel.gc.ca">www.travel.gc.ca</a> | In Section 2 of the DFAIT Travel Warnings, list any warnings against “non-essential” travel, or warnings to “avoid all travel”?<br><br>Country #1:<br><br>Country #2:<br><br>Country #3: etc. | What are your strategies for addressing these warnings? (for example: Choose another location?... Adjust the Field School itinerary.... or... Elaborate on specialized local knowledge that overrides the warnings and would permit the trip to operate safely...) |
| <b>Medical Treatment</b><br>The likelihood of students or faculty getting sick while on a Field School is high. Also, depending on the activities included there is potential for accidents or injury. Adequate medical treatment must be accessible to all TRU students at all times while on a Field School.   | Examples:<br>Diarrhea<br>Fever<br>Superficial injury<br>Serious injury<br>Inadequate medical treatment<br>Isolated location with delayed response<br>Pandemic<br>Others?                      | Examples:<br>Medical facilities that will be used<br>Preventative health measures implemented<br>First aid treatment strategies<br>Medical supplies carried<br>Medical training taken<br>Others?   |
| <b>Emergency Contacts</b><br>Emergencies may occur that require response by ambulance, search and rescue, or other responders. Provide a list of emergency service providers at the destination as well as contact   | Country #1:<br><br>Country #2:<br><br>Country #3: etc.  | Examples:<br>Ambulance<br>Search & rescue<br>Police<br>Local emergency contact   |



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|---|---|---|
| details for these responders. <i>List information for each country being visited.</i>   |   | Others?   |
| <b>Emergency Response Funding</b><br>It can cost thousands of dollars to pay for the response, treatment and repatriation of sick or injured Field School students or staff. Note, while you will want to include insurance as part of your strategy, in this line item insurance may not be an adequate strategy on its own because it is an “after the fact” refund that may not pay for up-front treatment. This question refers more to how you will pay for these items <b>at the time they are incurred</b> . Many international medical clinics and hospitals do not take credit cards to pay for treatment. | Examples:<br>Ambulance response costs<br>Hospital care costs<br>TRU emergency personnel costs<br>Repatriation costs<br>Others?        | Examples:<br>All students will show proof of travel medical insurance<br>Faculty will put all fees on personal credit card and ask for reimbursement from students or TRU later<br>Students will be expected to pay for all costs and faculty will not pay for any<br>Faculty carry a TRU credit card that will be used for these costs<br>Faculty will carry enough cash to pay for costs (not recommended)<br>Others? |
| <b>Disruptive or Unsafe Students</b><br>Student(s) may become behaviourally disruptive and this may put themselves or the Field School at risk.   | Example:<br>Alcohol abuse<br>Drug use<br>Mental imbalance<br>Defiance<br>Consistent tardiness<br>Intentional disappearance<br>Others? | Examples:<br>Enforcement of Behavioural Contract<br>Verbal and/or Written Warning process<br>Prohibiting alcohol & drug consumption<br>Pre-trip screening<br>Sending the student home<br>Others?  |

| <b>Identify Risk Issue or Activity</b>  | <b>Risk Description</b><br>[Identify and list any risks that arise from the activity]  | <b>Risk Control Strategies</b><br>[Identify the risk control strategies you will use to mitigate the hazards]   |
|---|--|---|
| <b>Communication Strategy</b><br>TRU should be able to communicate with faculty and students on Field Schools and faculty should be able to communicate with TRU and local emergency services. There can be communication challenges in many international destinations.  | Examples:<br>Periods when the group is out of contact<br>Others?   | Examples:<br>The communications equipment carried..<br>Plan for communicating with TRU and TRU World ...<br>Others?   |
| <b>International Legal Jurisdiction</b><br>While in a foreign country all TRU Field Schools must abide by the laws of the local country and at the same time abide by the laws of Canada. Laws in international jurisdictions can be very different from Canada and cause legal issues for a Field School and personal liability for students or faculty. | Examples:<br>Driving regulations<br>Amount of cash that can be carried in a country<br>Alcohol consumption<br>No liability insurance requirements by local service providers<br>Offender placed in jail until proven innocent<br>No vehicle safety inspection procedures for transportation providers<br>Others? | Examples:<br>Acquire international driver license<br>Limit cash carried to \$xxx.xx<br>In X countries, no alcohol is allowed on the Field School<br>The name and contact details for a local lawyer is _____<br>Will not travel in unsafe vehicles<br>Others? |
| <b>Traveller Risks</b><br>There are personal risks to travellers in international destinations.   | Examples:<br>Lost/stolen passport<br>Theft<br>ATM user abduction<br>Mugging<br>Rape<br>Others?   | Examples:<br>Care, handling and storage of Passports...<br>TRU & faculty will have passport photocopies<br>ATMs are to be used only in large student groups<br>Students will never travel or walk alone (buddy system)<br>Others?                             |
| <b>Local Knowledge</b><br>Without local knowledge there are too many  | Examples:<br>Lack of local knowledge   | Examples:<br>Faculty has travelled to the site before the   |

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|--|--|--|
| uncontrollable variables in leading international Field Schools.   | Faculty inexperience   | trip commences<br>Department employs a local part-time faculty person<br>A service provider will be used<br>Others?  |
| <b>Selection of Students</b><br>Appropriate students must be matched to Field Schools  | Examples:<br>Immature students<br>Unsafe students<br>Unaware students<br>Inappropriate students<br>Students without local language skills<br>Others?                               | Examples:<br>Application form will be implemented<br>Screening and selection will occur<br>Field School course pre-requisites exist<br>Field School pre-trip orientation exists<br>Supervision ratios have been set<br>Risk Management seminar is mandatory<br>Others?       |
| <b>Communication</b><br>Communication with the media and parents during and after illness, injury or death is to be carried out in conjunction with TRU Public Relations & TRU World.<br><br>Outline the communication protocols you have in place for undertaking this. | Examples:<br>Frenzied media attention or request<br>Media call received by unauthorized spokesperson<br>Communication with a student's emergency contact about a serious situation | Examples:<br>Strategy to make sure the message is consistent, correct, and appropriate<br>Faculty will contact family & TRU<br>Faculty will contact TRU World to decide who should contact the family<br>Faculty prohibits students from communicating with media<br>Others? |
| <b>Contingency Plan</b><br>There are many reasons why a Field School itinerary might be changed or cancelled once it has begun.  | Examples:<br>Field School cannot be completed as planned due to  | Examples:<br>The student will be left at the accommodation provider with supervision<br>The itinerary will be changed  |

| <b>Identify Risk Issue or Activity</b> | <b>Risk Description</b><br>[Identify and list any risks that arise from the activity]  | <b>Risk Control Strategies</b><br>[Identify the risk control strategies you will use to mitigate the hazards] |
|--|--|---|
|  | <ul style="list-style-type: none"> <li>• Sickness of a student requiring faculty to remain nearby</li> <li>• Injury</li> <li>• Missing person</li> <li>• Natural hazard</li> <li>• Political instability</li> <li>• Blocked travel route</li> <li>• Planned activity not available</li> <li>• Transportation mode is deemed unsafe</li> <li>• Theft, damage or loss of equipment</li> <li>• Money stolen</li> <li>• Others?</li> </ul> | The Field School will be cancelled<br>The Field School will be evacuated<br>Others?                           |

### ***III. Forms and Documentation***

Separate documents are available providing templates for student forms and documentation requirements.