

## EMERGENCY PLAN

For Individual or Group Travel away from Royal Roads University Campus.

<b>Event name:</b>
<b>Group Leader:</b>
<b>Contact information of Group Leader:</b>
<b>Date/s of event:</b>
<b>Location:</b>

This form is to be completed by the Royal Roads University staff responsible for leading any off-site activity or event. While geared to international travel, please complete the items relevant to local travel.

- The form must be submitted to the appropriate Dean or Director for review prior to travel.
- The form must be reviewed with all trip participants prior to travel.

### In the event of an emergency requiring first responders:

- **Call 911 or in country equivalent (please know the appropriate emergency numbers prior to travel)**
- **Call ISOS – 1-215-942-8478 and quote membership #:27ASCA842970**
- **Call CARE Team: 1-250-391-2525 and ask to page CARE Team (please leave a number they can call you at)**

**For Group Leaders, after the procedure above and if possible, contact your School Director or School Manager.  
\*If you are unable, the CARE team will handle communication.**

### FOR GROUP LEADERS AND INDIVIDUAL RRU STUDENT TRAVELERS

1. Who is the Leader of the group and who will take over if the Leader is incapacitated? (Group Leaders only)
2. Where will you meet or go in an emergency (identify a primary and a backup location). For example, a Canadian business establishment, hotel, nearby university?
3. How will you react in a medical emergency? Consider factors such as local language, who can accompany you or a student to hospital. \*Reminder ISOS offers translation services with medical staff.

4. Who will maintain copies of Student Medical Information Form and Student Emergency Contact Form? (Individual students will submit these to the Program or International Office).
  
5. What is the address and phone number of the nearest Canadian consulate? Where will this information be stored and how will it be shared during the trip?
  
6. Determine what degree of support the Canadian Consular/Embassy Office closest to your city will be able to offer to you. The Canadian consulate can be quite helpful in familiarizing the group with local resources that are available to Canadian citizens. If possible, the group Leader should arrange a meeting with the Canadian Consular/Embassy office. You should also have the same information for the British, Australian and U.S. embassies/consulates, as they may be able to be of assistance in an emergency.
  
7. If the area is known for a particular environmental condition (i.e. volcanic eruptions, forest fires, hurricanes, etc.), check with local authorities for suggestions to incorporate into an "emergency kit" in case that type of situation occurs. Familiarize yourself with evacuation routes.
  
8. Determine options for alternative modes of transportation and routes by air, land or sea. In selecting alternative routes be aware of potential choke points, bridges, areas that could be congested and provide maps of those routes.
  
9. Investigate any departure issues that might occur in connection with in-country taxes and any other related departure requirements so that you are aware of them in case you must leave quickly.
  
10. In an early departure scenario, EVERYONE SHOULD HAVE:
  - a. Current passports and visas

- b. Appropriate amounts of cash (local currency and American dollars recommended) \*You should have enough money easily accessible to purchase a plane ticket out of the country as insurance may not cover the costs immediately.
  - c. Water and food
  - d. Blankets
  - e. Up-to-date list of vaccinations
  - f. All host country identification papers and at least one photocopy of each including Embarkation Cards, customs documents etc.
  - g. **NOTE:** you may be restricted in the poundage of the items you are taking. If you are required to leave some of your items behind, make a list of them in case they can be obtained at a later date. **DO NOT** take weapons or alcohol with you.
11. THE LEADER is responsible for the following (please include all that apply):
- a. First aid kit
  - b. Flashlight with batteries
  - c. Waterproof matches
  - d. Road/route map
  - e. Pad of paper and pen
  - f. Retaining copies of current passports, visas, and an up-to-date list of vaccinations for all group members.
  - g. Reporting any significant injuries occurring to group members to the University after the injury is attended to. Please complete an incident report and follow-up emergency process.
  - h. If the group is required to depart the area/country earlier than expected, in an emergency, the Leader must submit the following information to the University:
    - i. Travel information: transportation type, date, time, destination, estimated time of arrival).
    - ii. Names and number of evacuees
    - iii. Medical assistance needed (if any)
  - i. Retaining the address and phone number of the nearest vetted emergency medical facility (check before you leave on your travel); \*ISOS is a resource that can help you locate a nearby medical facility with features such as languages spoken, etc.
  - j. Carrying a mobile phone, where possible.
  - k. Ensuring that all group members are aware of the elements of this Emergency Plan.
  - l. Setting up and maintaining a call-in procedure with a university faculty or staff member where the Leader will contact them on a regular basis.

Ensure that a copy of the Emergency Plan is retained at the University by the appropriate contact.

**Completed by:**

**Date:**

**Confirmation of Student Review and Comprehension:**

**I have read and understood the Emergency Plan:**

**Name:**

**Signature:**

**Date:**