

Royal Roads University Off-Site Activity and Student Travel: Group Emergency Plan

**Sample for Reference

Groups travelling locally or internationally should ensure that they have an Emergency Plan completed and that all travelers are aware of the contents.

Name of Activity or Event: Insert

Dates of Travel: Insert

1. Who is the Leader of the group is and who will take over if the Leader is incapacitated?
 - #1 Staff/Faculty and #2 Staff/Faculty
 - Backups are: #1 - xx and #2 - xx
2. Where you will meet in an emergency (identify a primary and a backup location).

Examples:

 - Hotel
 - Nearby University
3. How will you react in a medical emergency needing urgent medical attention? Determine who speaks the local language, who can accompany the person who is hurt to the hospital, etc.
 - First Call (911 or alternate in country number)
 - Call ISOS
 - Medical information and action including medical facility information from ISOS
 - Updates to ISOS /CARE team at RRU
 - Access medical information from Emergency Information Forms by encrypted USB or moodle if internet is available, provide information to medical facility, or to ISOS for translation
 - Continue updates to CARE team to correspond with emergency contact.
4. Who will maintain copies of Student Medical Information Form and Student Emergency Contact Form?
 - Leaders on encrypted USB or with internet able device on moodle.
 - Authorized persons at RRU that have access to student travel moodle sites
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?

Canadian Embassy in xx:

Included in Student Itinerary information and orientation.

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, earthquakes, 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.
 - Bug spray – various
 - Survival blankets for each student if potential harsh drops in temperature
 - Nonperishable food with group.

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.
 - ISOS evacuation/local University
 - If hiring transport, ensure they are linked to the Ministry of Transport
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, ALL MEMBERS OF THE GROUP SHOULD HAVE:
 - a. current passports & visas
 - b. appropriate amounts of cash (local currency and American dollars recommended)
 - c. water & 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:
 - a. First aid kit;
 - b. Flashlight with batteries;
 - c. Waterproof matches;
 - d. Road/route map;
 - e. Pad of paper & 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 (phone 403-220-5333 collect); yes – incident report and process to return to RRU in place .
 - h. If the group is required to depart the area/country earlier than expected, in an emergency situation, 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);
 - 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;
 - m. Ensuring 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 Evacuation Plan.

Student name: _____ Signature _____ Date _____

Last Updated May 2025