

INTERNATIONAL TRAVEL APPROVAL PROCEDURES

Responsible Department	President
Responsible Executive	Provost and Vice-President, Academic and Chief Financial Officer and Vice President, Administration
Related Policy	International Travel (237)

DESCRIPTION

To outline the process for requesting approval for an International UFV Activity.

DEFINITIONS

In the related policy, the following definitions apply:

Employee: An individual employed by UFV as a permanent or temporary employee or working on a contract-for-service basis.

Scholarly Activity: An activity undertaken in the pursuit of scholarship and/or research that is not organized and approved by UFV, such as sabbatical projects.

Student: An individual who is registered at UFV as a full-time or part-time student and who is enrolled in a credit or non-credit course(s) or program.

Travellers: Employee and/or Student travelling pursuant to this policy.

UFV Activity: Any activity organized **and** approved by UFV, which may include:

- (a) An activity undertaken by a Student as part of a credit or non-credit course, program of study, experiential learning opportunity, athletic activity, or research activity; or
- (b) An activity undertaken by an Employee in relation to their employment at UFV, such as:
 - Organizing an activity that involves accompanying Students or other Employees;
 - Participating in a UFV organized and approved activity, such as a study tour; or
 - Acting as a formal UFV representative on a trip organized and approved by UFV

For the purpose of the international travel approval procedures, the following definitions apply:

Group Leader: An Employee who is responsible for planning and administering an International UFV Activity involving Travellers.

Activity Plan: A document that provides planning and preparation details related to the activity and serves as the official record of an International UFV Activity undertaken by the University.

Responsible Administrator: The Dean / Director / Coordinator to whom the Traveller or Group Leader reports.

Risk: A situation involving exposure to danger, harm, injury, or loss.

Risk Assessment Tool: A document in which the Traveller or Group Leader(s) and Responsible Administrator assess the overall level of risk of an International UFV Activity.

Risk Register: A document that identifies specific risks that may arise during an International UFV Activity and describes detailed mitigation plans to reduce the levels of all risks associated with the activity.

ITRAC: The “International Travel Risk Advisory Committee” comprised of the Vice-Provost and Associate Vice-President Academic; the Director, Risk and Safety; the AVP, International and the appropriate Responsible Administrator(s) (See Appendix 5).

PROCEDURES

Every International UFV Activity requires the completion of a **Risk Assessment** and an **Activity Plan** in advance of the activity.

In addition, an **Employee(s)** considering an International UFV Activity involving students will:

- Refer to the UFV International Travel policy; and
- Determine who is responsible for the International UFV Activity (i.e., the **Group Leader**); and,
- Inform the **Responsible Administrator** of the consideration for an International UFV Activity involving Students and,
- Consult, as necessary, the Centre for Accessibility to ensure that any students who submit a request for accommodation to participate in the International UFV Activity are reasonably accommodated.

The office of UFV International is available for consultation regarding the development of all International UFV Activities (local 4544).

STEPS

1. Before an off-campus activity can proceed, the **Traveller** or **Group Leader** will determine the risk level of the activity using the **Risk Assessment Tool** (See Appendix 1) as a guide:
 - *Low Risk*
 - *Moderate Risk*
 - *High Risk*
 - *Extreme Risk*

2. Once the risk level has been determined, the **Traveller** or **Group Leader** will adhere to one of the applicable processes:

Low Risk Activity

- i. Complete an **Activity Plan for LOW Risk Off Campus Activity** (See Appendix 2) and submit to their reporting **Responsible Administrator** for approval.
- ii. If the **Responsible Administrator** authorizes the activity, s/he will approve the **Activity Plan** and submit a copy to ITRAC, by email to internationalization@ufv.ca. The original **Activity Plan** will be retained by the **Responsible Administrator** for reference as required. No further action is required.

Moderate Risk Activity

- i. If necessary, arrange to meet with the **Associate Director, International Relations** to review the off-campus activity and,
- ii. Complete a **Risk Register** (See Appendix 3) to identify and evaluate the risks of the off-campus activity, and once completed,
- iii. Meet with reporting **Responsible Administrator** to review the **Risk Register** and determine whether the identified risks and mitigation plans are acceptable.
- iv. If the **Responsible Administrator** authorizes the activity, complete an **Activity Plan for MODERATE or HIGH Risk Off-Campus Activity** (See Appendix 4) for submission to the **Responsible Administrator**.
- v. Once approved by the **Responsible Administrator**, s/he will submit a copy of the **Activity Plan** to ITRAC, by email to internationalization@ufv.ca. The original **Activity Plan** will be retained by the **Responsible Administrator** for reference as required.
- vi. If group travel is involved, in advance of the **UFV Activity**, the **Group Leader** will provide all **Travellers** a copy of the **Risk Register** for information and group discussion.

High Risk Activity

- i. Arrange to meet with the **Associate Director, International Relations** to review the off-campus activity request and complete a **Risk Register** to identify and evaluate the risks of the off-campus activity, and once completed,
- ii. The **Responsible Administrator** and will meet with the **Director, Risk and Safety**, to review the **Risk Register** and determine whether the identified risk and mitigation plans are acceptable or bring forward to ITRAC as required.
- iii. If the **Responsible Administrator** and ITRAC authorize the activity, complete an **Activity Plan for MODERATE or HIGH Risk Off-Campus Activity** (See Appendix 4) for submission to the **Responsible Administrator**.

- iv. Once approved by the **Responsible Administrator** and **ITRAC**, a copy of the **Activity Plan** is submitted to **ITRAC**, by email to internationalization@ufv.ca. The original **Activity Plan** will be retained by the **Responsible Administrator** for reference, as required.
- v. If group travel is involved, in advance of the **UFV Activity**, the **Group Leader** will provide **Travellers** a copy of the **Risk Register** for information and group discussion.

Extreme Risk Activity

- i. The **Traveller** or **Group Leader** will consult with the **Responsible Administrator**.
 - ii. The **Responsible Administrator** will bring the activity forward to the **Director, Risk and Safety** for review of the proposed off-campus activity request before bringing forward to **ITRAC**.
 - iii. Depending on the recommendation of **ITRAC**, the next steps will be identified.
- 3. The **Group Leader** and **ITRAC** are both responsible for bringing outstanding concerns related to any off-campus activity to the attention of the **Responsible Administrator**.
 - 4. For group travel/medical insurance enrollment, contact the **Associate Director, International Relations**.
 - 5. All **Students** are required to complete and submit to the **Group Leader**, the International Travel Documents outlined in Appendix 5.

The below activity descriptions should be considered by a **Traveller** or **Group Leader** to assist in the determination of the risk level assigned to an off-campus activity involving students:

<p>◆ Assigned Risk Level - LOW RISK - activities include but are not limited to:</p> <ul style="list-style-type: none"> • Exposure to hazards no greater than those typically encountered in regular travel to/from campus and in experiences on campus. <i>E.g., attend a local conference, workshop, museum, mall, academic institution, library, arts performance, spectator event, etc., with no significant health/safety risks, no alcohol, no overnight stays, and no common vulnerability within the participant group that may elevate the risk.</i> • For international travel: Locations where International SOS indicates LOW MEDICAL RISK <u>and</u> LOW TRAVEL RISK Ratings. • For international travel: Locations where Government of Canada Travel Advice and Advisories indicates “<i>Exercise normal security precautions</i>” (Level 1).
<p>◆① Assigned Risk Level - MODERATE RISK - activities include but are not limited to:</p> <ul style="list-style-type: none"> • For international travel: Locations where International SOS indicates MODERATE MEDICAL RISK and/or MODERATE TRAVEL RISK Ratings. • For international travel: Overnight stays in locations where Government of Canada Travel Advice & Advisories indicates “<i>Exercise Normal Security Precautions</i>” (Level 2). • Higher level of risk than typically encountered on a university campus setting. • Common recreational activities, typically requiring low skill level to participate, <i>e.g., cycling, skating</i>, including those in/on/near bodies of water. <i>e.g., swimming, canoeing, paddle boarding etc., hiking marked trails, etc.</i> • Exposure to wilderness/wildlife. • Involves construction site, mechanical plant, or exposure to chemical/ biological hazards. • Consumption of alcohol and/or its promotion is a component of the activity. • Potential for exposure to aggressive persons. • Risks readily mitigated through orientation, safety demonstration, use of certified guides and/or use of personal protective equipment. <i>e.g., helmets, life jackets, high visibility vests, etc.</i>
<p>◆①🌀 Assigned Risk Level - HIGH RISK - activities include but are not limited to:</p> <ul style="list-style-type: none"> • For international travel: Locations where International SOS indicates HIGH MEDICAL RISK and/or HIGH TRAVEL RISK Ratings. • For international travel: Locations where Government of Canada Travel Advice & Advisories indicates “<i>Exercise a High Degree of Caution</i>” (Level 3). • For international travel: Locations where LGBTQ activity is illegal, and consequences are possible. • Exposure to high altitudes, cliffs, potential for falls greater than 10', extreme terrain, extreme weather &/or surf conditions, personal watercraft. <i>e.g., kayak, ATVs, motorcycles, scooters, horse, etc.</i> • Exposure to hazards significantly greater than those encountered in everyday living, but which can be minimized through planning, training, standard operating procedures, etc. <i>e.g., conducting field research/studies in isolated or remote areas.</i>
<p>◆①🌀 Assigned Risk Level - EXTREME RISK - activities include but are not limited to:</p> <ul style="list-style-type: none"> • For international travel: Locations where International SOS indicates EXTREMELY HIGH MEDICAL RISK and/or EXTREMELY HIGH TRAVEL RISK Ratings. • For international travel: Locations where Canada Travel Advice & Advisories indicates “<i>Avoid all Travel/Avoid Non-Essential Travel</i>” (Level 4). • For international travel: Locations where LGBTQ activity or support is illegal, and repercussions are serious. • Hazardous activities with a high probability of serious injury or death, <i>e.g., entering a war zone or serious contagious disease hotspot.</i> • Activities with high levels of imminent and inherent danger, <i>e.g., extreme/adrenaline sports (bungee jumping, ice climbing, rock climbing, trampoline activities, snowmobiling, sea-doo, whitewater sports, etc.)</i> and/or activities where changing environmental variables may result in poor execution of activity and expose participants to risk of serious injury or death, <i>e.g., warming causing ice melt, avalanche, heavy rains causing mud slide, etc.</i>

Activity Plan for LOW RISK Off-Campus Activity

APPENDIX 2

Activity Name: []		Course Name and Number (if applicable): []	
Activity Participation: <input type="checkbox"/> Mandatory for students enrolled in program/course <input type="checkbox"/> noted in course syllabus <input type="checkbox"/> noted in curriculum guideline <input type="checkbox"/> Voluntary for all travellers			
Activity Type: <input type="checkbox"/> Conference <input type="checkbox"/> Study Tour <input type="checkbox"/> Professional Development <input type="checkbox"/> Practicum / Internship / Co-op		<input type="checkbox"/> Research <input type="checkbox"/> Business trip <input type="checkbox"/> Varsity Team / Club Sports Other []	
Activity Date and Time (specify start and end times):			
Activity Description (specify location and general activities):			
Depart From:		Return To:	
Accommodations: need expressed by student(s) and accommodation(s) arranged Yes [] (check if applicable)			
Group Leader(s):		Method of Contact During Activity:	
Name / Position: []		Phone: []	
Name / Position: []		Phone: []	
Number of Participants: Students: [] Employees: []			
Transportation: (check all that apply)			
<input type="checkbox"/> Public Transit <input type="checkbox"/> Commercial Bus Line <input type="checkbox"/> Rental Vehicle(s)		<input type="checkbox"/> Participants responsible for own transportation arrangements <input type="checkbox"/> Other (describe) _____	

Submit a copy of completed Activity Plan no later than two weeks prior to date of Activity:

[] Responsible Administrator

and

[] Director, Risk & Safety

Questions/Consultation: Contact internationalization@ufv.ca

RISK REGISTER FOR OFF-CAMPUS ACTIVITIES

APPENDIX 3

Title of Activity:

Prepared by:

Period of Activity:

Date:

Objective of Activity: Safe, educational and inspiring experience for all participants

RISK EVENT	RISK DESCRIPTION	EXISTING CONTROLS	LIKELIHOOD OF RISK EVENT	CONSEQUENCE OF RISK EVENT	RISK LEVEL L x C	RISK TOLERANCE	ACTION TREATMENT	RISK TREATMENTS/ MITIGATION STRATEGIES
What is it that we are working to avoid or reduce the likelihood of or consequence of occurring?	What activities or circumstances could act alone or together to increase the likelihood of the risk event occurring? Usually multiple causes.	What are we doing now to reduce the likelihood or consequence of the event?	1 - Rare 2 - Unlikely 3 - Possible 4 - Likely 5 - Almost Certain	1 - Insignificant. 2 - Minor 3 - Moderate 4 - Major 5 - Catastrophic	1-4 Low 5-10 Moderate 11-15 High 16-25 Extreme	A - Acceptable U - Unacceptable AT - Acceptable with Treatment	Will we treat, monitor, transfer or avoid the risk?	What else should be done to better manage the risk? (Complete Risk Treatment Action Plan)
Unsafe Accommodation	Poor local building standards; Insufficient security measures; Insufficient life safety systems; Unsafe surrounding environment.				UNRATED			
Transportation-related Incidents	Unsafe local driving standards; Hazardous terrain; Poor roadworthiness of vehicles; Poor road conditions; Absence of safety belts; Use of volunteer drivers; Use of rental vehicles; Participant behaviour/ attributes.				UNRATED			
Lost Participant	Insufficient planning/ preparation/ equipping; Separation from group; Participant behaviour/ attributes.				UNRATED			
Minor Injury	Sprains, strains, minor cuts, pulled muscles, blisters, minor burns from general participation in activity(ies).				UNRATED			
Serious Injury/ Death	Fire; Exposure to heights > 10'; Exposure to wildlife; Pedestrian or motor vehicle accident; Exposure to violent clients in practicum setting; Water-based activities; Proximity to bodies of water; Tide, current, wave activity; Extreme sports; Participant risk attitudes, behaviour/ attributes.				UNRATED			
Crime	Street crime; Local scams; Theft; Low security at accommodation; Participant portrayal of wealth.				UNRATED			
Sexual Assault/ Misconduct	Party environment; Alcohol/drug consumption; Dorm culture; Unsafe environment.				UNRATED			
Assault	Exposure to violent person(s); Unawareness of unsafe locale(s); Remote/secluded environment.				UNRATED			
Terrorism	Bombings; Security alerts; Terrorist attacks; Public holidays; Days of special recognition.				UNRATED			
Conflict/ Political Unrest	Localized tensions; Civil unrest; Strikes; Riots; Demonstrations; Upcoming elections; Significant events.				UNRATED			
Kidnapping	Relative wealth/ Perception of wealth; Nationality; Participant Behaviour.				UNRATED			
Insufficient Medical Care	Lack of proximity to hospital/ clinic/ pharmacy; Poor health care standards; Unaware of payment methods for treatment.				UNRATED			
Illness	Contaminated food or beverage; Contaminated water and drinking water; Common cold/flu. Participant behaviour.				UNRATED			
Disease	Local climate; Poor sanitation; Parasites; Contact with insects; Contact with animals; Participant non-compliance with required health regime.				UNRATED			
Lack of Utilities	Poor infrastructure; Power outages.				UNRATED			
Impact of Climate Conditions	Extreme heat; Extreme cold; High humidity; Altitude.				UNRATED			
Impact of Natural Disasters	Avalanche; Cyclone; Earthquake; Flood; Hurricane; Monsoon; Mudslide; Storms; Typhoon; Tornado; Tsunami; Volcanic activity.				UNRATED			
Cultural Insensitivity	Participant unaware of/ insensitive to local culture, customs, dress, religion, behaviour.				UNRATED			
Law Enforcement Conflict	Unawareness of legal differences; Disregard of local codes and statute.				UNRATED			
Health/ Wellness Crisis	Undiagnosed/untreated health concern; Change/stop in medication; Difficulty adjusting to off-campus experience and/or exacerbating effects from same.				UNRATED			
Participant Unsuitability	No group setting travel experience; Difficulties in social fit with other participants/ assigned roommate(s); Insufficient pre-departure group activity promotion. Evidence of pre-activity behavioural issues.				UNRATED			

RISK EVENT	RISK DESCRIPTION	EXISTING CONTROLS	LIKELIHOOD OF RISK EVENT	CONSEQUENCE OF RISK EVENT	RISK LEVEL L x C	RISK TOLERANCE	ACTION TREATMENT	RISK TREATMENTS/ MITIGATION STRATEGIES
What is it that we are working to avoid or reduce the likelihood of or consequence of occurring?	What activities or circumstances could act alone or together to increase the likelihood of the risk event occurring? Usually multiple causes.	What are we doing now to reduce the likelihood or consequence of the event?	1 - Rare 2 - Unlikely 3 - Possible 4 - Likely 5 - Almost Certain	1 - Insignificant. 2 - Minor 3 - Moderate 4 - Major 5 - Catastrophic	1-4 Low 5-10 Moderate 11-15 High 16-25 Extreme	A - Acceptable U - Unacceptable AT - Acceptable with Treatment	Will we treat, monitor, transfer or avoid the risk?	What else should be done to better manage the risk? (Complete Risk Treatment Action Plan)
Alcohol Misuse; Use of Recreational Drugs	Availability of cheap alcohol/ recreational drugs; Lower drinking age than in BC; Lack of supervision; Vacation mentality.				UNRATED			
Cohort Vulnerability	There exists a common attribute among the participant group that places them at a higher vulnerability than other potential participant groups for this same activity.				UNRATED			
Participant Vulnerability	There exists an attribute with one or more participants that places them at a higher vulnerability than the other participants for this same activity/ location.							

Determining the Likelihood of Occurrence

The likelihood of occurrence is evaluated and assigned a rating, based on both past experience and existing conditions.

The rating number is assigned using the following rating criteria.

Likelihood		Description	Possible Likelihood
1	Rare	Event may occur only in exceptional circumstances, through a combination of unlikely events.	Less than 5% chance
2	Unlikely	Event could occur at some time, but is unanticipated, and we don't expect it to happen.	5–25% chance
3	Possible	Event might occur at some time; just as likely to happen as not.	26–55% chance
4	Likely	Event will probably occur in most circumstances.	56–90% chance
5	Almost Certain	Event is expected to occur in most circumstances. It typically happens.	91–100% chance

Analyzing the Consequence of the Risk

Each risk will be examined to better understand its expected consequences on the University of the Fraser Valley (UFV) and its strategic priorities. As with the likelihood of risk, the assessment of consequences is based on past experiences as well as existing conditions.

The table below provides direction to assist in the assigning of a consequence rating. The criteria are to be used as a guide, and not all criteria from all categories need to be met for a certain rating to be assigned—a degree of judgement is required.

Severity		Description	Possible Consequence
1	Insignificant	Negative outcomes from risk event do not have an effect on participant safety, UFV's reputation or continuity of activity.	a) can be dealt with by Group Leader(s) b) no injuries c) no escalation or notification required d) no regulatory consequence
2	Minor	Negative outcomes from risk event will not have a permanent or significant effect on participant safety, UFV's reputation or continuity of the activity.	a) can be dealt with on location with local resources b) minor injury c) requires notification to UFV for info only d) no regulatory consequence
3	Moderate	Negative outcomes from risk event will have a significant impact on participant(s) but can be managed without major impact to ongoing participant safety and without significant effect on UFV's reputation or continuity of the activity/ program.	a) recovery requires local emergency response b) major reversible injury c) recovery requires local supports and/or UFV crisis intervention support d) no regulatory consequence
4	Major	Negative outcomes from risk event with a significant effect such that some or all participants will be unable to continue with activity; significant effect on UFV's reputation or continuity of the program.	a) event has a long recovery period b) major regulatory consequence c) negative headlines in national press d) irreversible injury or death (one person)
5	Catastrophic	Negative outcomes from risk event which if not resolved will threaten the life-safety of participants.	a) wide-scale natural disaster or serious localized threat b) significant regulatory consequence c) sustained negative headlines in the national press, or major negative impact to UFV's reputation d) multiple irreversible injuries or deaths

Likelihood & Consequence Matrix

In order to “quantify” and rate the risks as described above, it is necessary to assign a numerical value to both the *likelihood* and *consequence* for each risk, and the effectiveness of current controls. As a result of these ratings, a five-tiered scale is used as follows in a risk matrix:

		Consequence (C)				
		(1) Insignificant	(2) Minor	(3) Moderate	(4) Major	(5) Catastrophic
Likelihood (L)	(5) Almost Certain	5	10	15	20	25
	(4) Likely	4	8	12	16	20
	(3) Possible	3	6	9	12	15
	(2) Unlikely	2	4	6	8	10
	(1) Rare	1	2	3	4	5

Legend		
Low Risk	(1- 4)	<i>Low level of risk</i> – Manage by routine procedures and communications to participants.
Moderate Risk	(5-10)	<i>Moderate level of risk</i> – Manage by specific monitoring and orientation process or response procedures; participants should receive detailed advance communication prior to activity.
High Risk	(11-15)	<i>High level of risk</i> – Requires specific safety procedures, orientation, equipment, detailed operations program and/or trained and certified guide. Participants must be monitored throughout the activity.
Extreme Risk	(16-25)	<i>Extreme level of risk</i> – Even after risk treatment measures, risk of irreversible injury or death remains high. Requires escalation to ITRAC for approval of activity.

Applicable sections to be completed by Group Leader

Activity Name: []	Course Name and Number (if applicable): []
Activity Participation: <input type="checkbox"/> Mandatory for students enrolled in the program/course <input type="checkbox"/> noted in course syllabus <input type="checkbox"/> noted in curriculum guideline <input type="checkbox"/> Voluntary for all participants	
Activity Category: <input type="checkbox"/> Conference <input type="checkbox"/> Study Tour <input type="checkbox"/> Professional Development <input type="checkbox"/> Practicum / Internship / Co-op	
<input type="checkbox"/> Research <input type="checkbox"/> Business Trip <input type="checkbox"/> Varsity Team / Club Sports Other []	
Activity Dates: (specify start and end times)	
Activity Description: (include brief details of excursions, tours, and/or recreational activities)	
Destinations travelling to: (include City and Country)	
[]	
[]	
[]	
Group Leader(s):	Methods of Contact During Activity:
Name / Position: []	Cell: [] Land Line: []
	Email: []
Name / Position: []	Cell: [] Land Line: []
	Email: []
Name / Position: []	Cell: [] Land Line: []
	Email: []
Number of Participants: Employees [] Students []	

Activity Plan for MODERATE or HIGH RISK Off-Campus Activity

	Yes	No
Will any participants be under 19 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Have accommodation needs (if any) expressed by student(s) been arranged?	<input type="checkbox"/>	<input type="checkbox"/>
Has Group Leader participated in this off-campus activity previously?	<input type="checkbox"/>	<input type="checkbox"/>
Will any participants be non-UFV employees/students? If Yes, provide details: []	<input type="checkbox"/>	<input type="checkbox"/>
Transportation: <input type="checkbox"/> Commercial Bus Line <input type="checkbox"/> Commercial Ferry <input type="checkbox"/> Commercial Airline <input type="checkbox"/> Commercial Passenger Rail <input type="checkbox"/> Participants responsible for own transport arrangements <input type="checkbox"/> Rental Vehicle(s) <input type="checkbox"/> Public Transit <input type="checkbox"/> Taxi <input type="checkbox"/> Other (describe) []		
Accommodation: <input type="checkbox"/> Separate male/female sleeping quarters <input type="checkbox"/> Provided by a reputable source <input type="checkbox"/> Cabin(s) <input type="checkbox"/> Campground <input type="checkbox"/> Compound with 24/7-Armed Security Guard <input type="checkbox"/> Dormitory provided by host institution <input type="checkbox"/> Homestay <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Resort <input type="checkbox"/> Other (describe) []		
First Aid: <input type="checkbox"/> First Aid Attendant on Site <input type="checkbox"/> Group Leader(s) has current Level [] First Aid certification and has a First Aid kit <input type="checkbox"/> Other (describe) []		
Emergency Response Plan: <input type="checkbox"/> Activity will occur within proximity of local emergency response services and the number to call has been provided to all participants and Group Leaders <input type="checkbox"/> Activity/Site specific emergency response plans are available and will be communicated on location (e.g., hotel evacuation plans; host institution emergency procedures; site orientation; etc.) <input type="checkbox"/> Other (describe) []		
Methods of supervision to be used throughout the off-campus activity: <input type="checkbox"/> Group Leader(s) will be present throughout the off-campus activity <input type="checkbox"/> Attendance checklist <input type="checkbox"/> Periodic headcount <input type="checkbox"/> Regular check-in procedure with participants <input type="checkbox"/> Other (describe) []		
Communication and Site Orientation systems to be used during the off-campus activity: <input type="checkbox"/> Cell phones <input type="checkbox"/> Compass <input type="checkbox"/> In Person Contact <input type="checkbox"/> Landmarks <input type="checkbox"/> Maps <input type="checkbox"/> Pre-Determined rendezvous point(s) <input type="checkbox"/> Scheduled Contacts <input type="checkbox"/> 2-way Radios/walkie-talkies <input type="checkbox"/> Whistles/Air horns <input type="checkbox"/> Satellite phone <input type="checkbox"/> Other (describe) []		

Activity Plan for MODERATE or HIGH RISK Off-Campus Activity

Mandatory Pre-Activity orientation to be provided to all participants:

- | | |
|--|---|
| <input type="checkbox"/> Activity Specific Safety Orientation | <input type="checkbox"/> Handbook/Operations/Orientation Manual |
| <input type="checkbox"/> Activity Specific Training | <input type="checkbox"/> Incorporated into coursework |
| <input type="checkbox"/> Certified Guide | <input type="checkbox"/> Material Safety Data Sheets |
| <input type="checkbox"/> Cultural Awareness Session | <input type="checkbox"/> Power/Motorized Equipment Training |
| <input type="checkbox"/> UFV International Pre-departure Session | <input type="checkbox"/> Risk Assessment/Awareness Session |
| <input type="checkbox"/> General Information Session | <input type="checkbox"/> Road Travel Report |
| <input type="checkbox"/> Guest Speaker (Subject Matter Expert) | <input type="checkbox"/> Wildlife Awareness Training |
| | <input type="checkbox"/> Other (describe) [] |

Mandatory personal protective equipment (PPE) required during off-campus activity:

- | | |
|--|--|
| <input type="checkbox"/> Eye/Face Protection | <input type="checkbox"/> Life Jacket |
| <input type="checkbox"/> Fall Arrest/Fall Protection | <input type="checkbox"/> Respirator |
| <input type="checkbox"/> Hand Protection | <input type="checkbox"/> Safety Footwear |
| <input type="checkbox"/> Head Protection | <input type="checkbox"/> Safety Harness |
| <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> Survival Gear |
| <input type="checkbox"/> High Visibility Wear | <input type="checkbox"/> Other (describe) [] |

Participants will be advised to bring/wear/use:

- | | |
|---|---|
| <input type="checkbox"/> Bottled Water | <input type="checkbox"/> Items per equipment/supplies/packing list (attach) |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Rain Gear |
| <input type="checkbox"/> Comfortable Clothing | <input type="checkbox"/> Required Medications |
| <input type="checkbox"/> Comfortable/non-skid walking shoes | <input type="checkbox"/> Safety Footwear |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Hat | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Hiking boots | <input type="checkbox"/> Whistle |
| | <input type="checkbox"/> Other (describe) [] |

Name of Departmental contact for check-in: []

Check-in method:

- Telephone Email Text

Check-in frequency:

- On Arrival On Return Daily Weekly

Supporting Documentation included with Activity Plan:

- | | |
|---|--|
| <input type="checkbox"/> Practicum / Internship / Co-op Agreement | <input type="checkbox"/> Participant Handbook / Operations/ Orientation Manual |
| <input type="checkbox"/> Risk Register | <input type="checkbox"/> Waiver / Release of Liability Form and all other International Travel documents |
| <input type="checkbox"/> Emergency Response Plan | |

Approval of Off-campus Activity:

Manager/Dean/Director or Associate Vice-President/Vice-President

Date

Terms and Conditions for Approval: (as applicable, *Risk Register* to be shared with all participants)

- _____
- _____

Submit approved Activity Plan to: ITRAC by email to internationalization@ufv.ca

Students participating in a **UFV Activity** involving international travel are required to complete the following international travel documents in advance of the **UFV Activity**:

1. Student Information Form
2. Freedom of Information Consent
3. Proof of Out of Country Travel Health and Medical Insurance (i.e., Certificate of Insurance)
4. Statement of Risks and Terms of Travel
5. Assumption of Risk, Release of Liability, and Indemnity Agreement
6. Emergency Contact Form
7. Photo/Video Release Form

In cases where **students** under the age of majority in British Columbia (under 19 years of age) are approved to undertake international travel, they will be required to submit a version of the **International Travel Documents** with the addition of a Legal Guardian signature as well as the following additional document:

8. A Notarized Consent to Travel and Minor (Child) Medical Authorization Form

The office of UFV International is available to provide the required International Travel Documents (email: studyabroad@ufv.ca).