

UVic Student & Staff Safety Abroad

Safety Planning Record for travel to locations with Global Affairs Canada Level “Avoid all travel” & “Avoid all non-essential travel.”

Overview

UVic authorizes student and staff travel to destinations with a Global Affairs Canada Level “Avoid all travel” & “Avoid all non-essential travel” advisory when:

- x the work must be conducted in that place and at that point in time or else there will be significant negative consequences to the student/staff member’s academic program;
- x the student or staff member has demonstrated a high degree of familiarity with the region;
- x the student or staff member had demonstrated that he/she/they have taken adequate steps to assess and mitigate risks; and
- x the student or staff member will have adequate support and guidance in the region.

This Safety Planning Record enables you to document the potential risks that you may encounter in the international location with a Level “Avoid all travel” & “Avoid all non-essential travel” advisory, and to create a plan for mitigating those risks. You may undertake your travel only when you have gained authorization to travel.

Instructions

The following flow chart indicates the process used to gain authorization to travel. The approval process may take up to six months

Faculty/Staff Member Supporting this Travel

Faculty/Staff First Name:	Faculty/Staff Last Name:
Phone Number:	Email:
Department/Program:	Faculty:

Names and departments/units of other faculty members or staff participating in planning for this project:

Travel Details

Country:
Region:
City(or nearest city):



<i>(Banditry)</i>		
<i>(Unforeseen medical emergency)</i>		
<i>(Motor Vehicle Accidents)</i>		
<i>(Insurance Details)</i>		
<i>(Other)</i>		
<i>(Other)</i>		
If the safety of your situation changes how will you leave the area? What emergency plans are in place:		
How will you prepare to ensure you can manage the impact of this transition including your well-being and capacity to fully engage in this experience? What do you know about yourself that may make this challenging?:		
What modes of transportation will you use on the ground? <i>(Private Vehicles, Commercial Carriers, other?)</i>		

Signatures and Authorizations

Student or Staff Member Name:	
Signature of Student or Staff Member:	Date:
Comments:	

The UVic Faculty/Staff Member who supports this travel Yes No

UVic Sponsor Name:	
Signature of UVic Sponsor:	Date:
Comments:	

Personal Security Measures Planning

High Risk Scenarios:

Robberies

- x No single robbery will be the same. Remember your assailants will be nervous and could be under the influence of drugs or alcohol. If stopped, do not resist and remain passive.
- x Follow instructions. Remain calm, do not shout or swear at the assailant(s). Keep hands open where they can be seen. (Avoid direct eye contact where possible)
- x Do not make sudden moves. If travelling in a vehicle, and told to get out, do so slowly and deliberately. Try to keep your phone with you.

Shootings

- x Get on the floor immediately and look around for hard cover. Once in cover, try to determine where the threat is coming from and consider whether to run or hide.
- x If hiding is the best option, consider lockdown options (fortify doors with eye bolts, rope or furniture). Turn off lights, put phone on silent and move away from doors and windows.
- x Keep assessing the situation. The perpetrators may be on the move.
- x When armed police arrive put your hands in the air with your palms open and move immediately to safety.

Bombings

- x Take cover in case of secondary blasts or follow up attacks. Lie flat and use your arms to protect your eyes.