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| **Date Last reviewed** | May 31, 2021 |
| **Date Last revised** | Aug 4, 2020 |

Please review the information below. If you have any questions, please contact Risk Management & Insurance at riskmgmt@ucalgary.ca or 403-220-5847.

# GROUP EMERGENCY PLAN

Please review the information below. If you have any questions, please contact Risk Management & Insurance at [riskmgmt@ucalgary.ca](mailto:riskmgmt@ucalgary.ca) or 403-220-5847.

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

Groups travelling to Extreme Risk countries are also required to have an [Evacuation and](https://ucalgary.ca/risk/sites/default/files/teams/16/evacuation_and_security_plan_template.docx) [Security Plan](https://ucalgary.ca/risk/sites/default/files/teams/16/evacuation_and_security_plan_template.docx).

***International Travel Emergency Plans should include the following elements:***

* Who is the Leader of the group is and who will take over if the Leader is incapacitated?
* Where you will meet in an emergency (identify a primary and a backup location). For example, a Canadian business establishment may be a good idea, if available.
* How will you react in a medical emergency? Determine who speaks the local language, who can accompany the person who is hurt to the hospital, etc.
* Ensure that everyone has a UCalgary Emergency Assistance Card readily accessible.
* The group Leader should also have the address and phone number of the nearest Canadian consulate available.
* 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.
* 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.
* 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.
* 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.
* In an early departure scenario, ALL MEMBERS OF THE GROUP SHOULD HAVE:
  + current passports & visas
  + appropriate amounts of cash (local currency and American dollars recommended)
  + water & food
  + blankets
  + up-to-date list of vaccinations
  + All host country identification papers and at least one photocopy of each including Embarkation Cards, customs documents etc.
  + **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.
* THE LEADER is responsible for the following:
  + First aid kit;
  + Flashlight with batteries;
  + Waterproof matches;
  + Road/route map;
  + Pad of paper & pen;
  + Retaining copies of current passports, visas and an up-to-date list of vaccinations for all group members;
  + Reporting any significant injuries occurring to group members to the University after the injury is attended to (phone 403-220-5333 collect);
  + 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:
    - Travel information: transportation type, date, time, destination, estimated time of arrival);
    - Names and number of evacuees;
    - Medical assistance needed, if any.
  + Retaining the address and phone number of the nearest vetted emergency medical facility (check with International SOS before you leave on your travel);
  + Carrying a mobile phone, where possible;
  + Ensuring that all group members are aware of the elements of this Emergency Plan;
  + 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:
  + Ensuring that a copy of the Emergency Plan is retained at the University by their departmental contact