

STUDENT TRIPS - INTERNATIONAL DESTINATIONS PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	Student and Academic
Parent Policy:	D40
Approval Date:	May 20, 2021
Effective Date:	June 1, 2021
Procedure Owner:	The AVP, Students and Registrar in consultation with the manager responsible for International

Overview:	<p>Olds College values the benefits of international travel for students, staff, and faculty. Participation in international experiences provides students with the chance to expand their personal horizons and develop cross-cultural skills. It increases their educational experience, adds significance to their credentials and enhances their opportunities for entrepreneurship and employment in the world-wide market. The College is committed to supporting safe and educational international travel experiences.</p> <p>This policy applies to all international travel and activities at Olds College that are required as part of a course/program or are formally organized by a department at Olds College. This policy does not apply to staff professional development or travel to international meetings or conferences.</p>
Procedures:	<p>Each trip must have a designated Trip Leader who is the on-site organizer. The Trip Leader is a staff or faculty member. The Trip Leader provides all participants with a digital itinerary including scheduled activities, location information, and accommodation details. The Trip Leader will also ensure that students, staff, and faculty complete the “Field Trip Participation Waiver” prior to International travel covered under this procedure.</p> <p>Those under the age of 18 must have parental/guardian signature.</p> <p>The Trip Leader of each trip must also develop an “Emergency Protocol” that is signed off by the manager responsible for International.</p> <p>There are many risks associated with international travel. Olds College will attempt to mitigate risks where possible to allow students, staff and faculty to have safe and educational international experiences.</p>

Approval

No classes may be cancelled or other travel arrangements made without Dean/ Associate Dean/Director/ approval. Proposals must be submitted to the appropriate Dean/Associate Dean/Director giving the details of the proposed trip including time, place, purpose, and costs. A minimum of eight week's notice is required.

Supervision

One or more College employees must accompany any group of students on an international trip. There must be at least one College employee per 10 students. There will be a designated on-site Trip Leader for all international activities and travel.

Travel Documents

Students, staff and faculty travelling internationally must have a valid passport, one other piece of photo ID, proof of required vaccinations, access to funds. Copies of all passports, medical and travel insurance, and emergency contact information will be collected well in advance of the trip and kept with the manager responsible for International, and destroyed upon completion of the trip. All travelers are responsible for, and cover the cost of their own vaccines, insurance, passports, and other documentation.

Travel Precautions and Emergencies

Olds College will not authorize travel to countries where the Government of Canada has issued "avoid non-essential travel" or "avoid all travel" advisories. Trip Leaders must monitor these updates prior to and during travel.

Participants are encouraged to register with the Government of Canada's Registration of Canadians Abroad service before departure to ensure accountability in case of emergency. <http://travel.gc.ca/travelling/registration>.

Emergency Protocol

A completed Emergency Protocol must be signed off by the Trip Leader and manager responsible for International prior to departure.

Language and Communication

A translator can be hired for international travel where English is not a common language. The Trip Leader must have a cell phone and suitable talk/data plan that can make international calls back to Canada.

Health Insurance and Medical Care

Participants must ensure that their travel insurance includes medical, dental, repatriation of remains (no cremation), and emergency airlift/evacuation coverage.

a) Immunizations: Participants must have proof of any required immunizations.

b) Medical/Dental information: It is advised that Pre-existing health conditions, allergies and prescriptions are shared with the trip leader.

At least one College employee on the trip must carry a basic first aid kit (equivalent to Alberta Level 1) at all times. Local hospitals with Western medical standards must be identified prior to the trip.

Personal Safety and Conduct

The Trip Leader must be aware of health and safety hazards associated with the trip and identify the necessary controls associated with those hazards.

The Trip Leader is authorized to set standards of behaviour and to apply the College's Code of Conduct Policy. If participants do not comply, the Trip Leader is authorized to send them back to Canada, unattended. In this case, transportation should be arranged and details including an arrivals process should be documented. Campus personnel, including the manager responsible for International, may be consulted as appropriate.

Orientation

Participants will attend an orientation session prior to travel that sets out guidelines around personal safety. This session will include:

- a) A discussion on health and safety protocols
- b) A process to share contact, emergency, and hotel information with fellow Olds College travelers
- c) A discussion about traveling alone.. Participants may not leave the group or travel alone without permission from the Trip Leader
- d) A discussion of the Emergency Protocol and an agreement to follow the instructions of the Trip Leader in the event of an emergency
- e) Information on the Olds College Code of Conduct
- f) A discussion of any particular cultural or environmental issues regarding food, gender, sexual orientation, dress, etiquette, and behavior
- g) A discussion on avoiding demonstrations, confrontations or situations where they could be in danger, including behavior that could call attention to participants
- h) Expectations relating to social media and engaging with traditional media
- i) A discussion of any particular legal issues such as sexual harassment, illegal substances, freedom of expression, etc. Students/staff are subject to the laws of the country they are travelling in
- j) Instruction in how to use any equipment and protective gear required for the trip
- k) Information on currency and how to access funds.

Money

Participants are responsible for ensuring they have access to funds while they are travelling. This may mean a credit card that is accepted in the country, a bank card that works in the country, or the ability to withdraw cash from a local bank. The use of credit cards may be limited or non-existent in rural areas of some countries. ATM machines may or may not work. Participants must be aware of the preferred local currency.

	<p>Transportation International flights will normally be booked as a group through a travel agent. This allows increased flexibility and a safety-net in case there is a need for re-booking, problem-solving, and assistance in emergencies. Olds College will only book travel with commercial or public transportation companies such as taxis, busses, trains, airlines, and reputable rental vehicle services with drivers. The Trip Leader cannot transport participants nor can participants transport each other.</p> <p>Accommodation Olds College will only book commercial accommodation that offers daily cleaning, locked room doors and windows, safety deposit boxes, clear exits in case of emergency, an in-room phone that can reach hotel reception 24 hours/day, and in-room washrooms with showers/baths.. Under special circumstances, the college may arrange for vetted accommodation in a private house.</p> <p>Sustainability Where at all possible, Olds College international travel will attempt to minimize its ecological footprint through carbon offsetting for flights, the use of safe public transportation, or green initiatives that benefit local ecosystems or economies.</p>
Definitions:	
Related Information:	<p>Student Trips Policy Appendix: Emergency Protocol – International Activities and Travel</p>
Review Period:	3 Years
Revision History:	<p>April 2016: Revised May 2021: Revised</p>

Appendix: Emergency Protocol – International Activities and Travel

There will be a designated Trip Leader for all Olds College international activities and travel. In an emergency, the Trip Leader's first responsibility is the safety and well-being of program participants. This may include getting medical help, contacting the Canadian Embassy, or calling the police.

The Trip Leader is required to complete and review the information below. A copy will be kept with the Trip leader and manager responsible for International.

Olds College Emergency Contacts Quick Reference				
Emergency Contacts at Olds College	Contact Name	Phone Number	Cell Phone	Email
Manager Resp. for Int'l				
Registrar				
Director, Human Resources				
Immediate Supervisor				
Travel Insurance Company				

Local (In-Country) Emergency Contacts Quick Reference				
Local Emergency Contacts	Contact /Organization Name (if applicable)	Phone Number	Cell Phone	Email / Web Address
Local Hospital(s)				
Police				
EMS				
Canadian Embassy				
Translator:				
On-Site Contact:				
Transportation Provider(s):				
Hotel Name (s)/Addresses:				

International Trip Participants Emergency Contact List				
Name of Student	Name of Emergency Contact	Phone Number	Cell Phone	Email

Note:

The Trip Leader must have access to a cell phone that can make international calls.
The Olds College toll free phone number (1-800-661-6537) does not work if calling from outside Canada.

When to contact the Canadian Embassy or Consulate:

The Trip Leader must have the contact information for the local Canadian Consulate or Embassy and acknowledge review of the Canadian Consular Services Charter. The Embassy may be contacted for concerns such as lost or stolen passports, medical emergencies, victims of crime, arrest and detention, hijackings and kidnappings, financial assistance, missing persons, death abroad, civil emergencies, and natural disasters.

I, _____ Trip Leader, have reviewed the current [Canadian Consular Services Charter](#)

When to contact the police:

The Trip Leader must be familiar with when and how to contact the local police. Additional clarity and information can be found with Canadian Consular Services. In the case of an assault, mugging, robbery, car accident, etc., the victim/perpetrator should immediately file a report at the police office nearest to the scene of the crime. The Trip Leader, as well as a translator if necessary, should accompany the victim/perpetrator to the police station. The Trip Leader should also report the incident to Canadian Consular Services.

When to contact a hospital:

The Trip Leader should have first aid training and a first aid kit (equivalent to Alberta level 1) at all times. The Trip Leader should also have the contact information for the nearest hospital with western medical standards. The Canadian Embassy can help in providing a list of hospitals. In a medical emergency, the Trip Leader or designee, as well as a translator if necessary, should accompany the student to an appropriate health care provider. Please be aware that cash may be necessary to pay for the service. Hospitals may take the patient's passport and expect payment in full for any treatment or surgery prior to discharge.

Emergency departments in hospitals will need name, age, contact information, emergency contact information, passport and ID, health insurance information, possibly medical history, blood type, medications, possibly the name and contact info of your doctor at home, and any allergies.

If a medical emergency is critical and emergency contacts should be informed, the Trip Leader should contact the Manager Responsible for International. The Manager Responsible for International, in conjunction with the Registrar for students or the Director of Human Resources for staff, will contact emergency contacts.

When to contact insurance companies:

Medical Insurance: If a traveler needs to see a doctor or visit a hospital overseas, the person will most likely need to pay cash on the spot. In order to get reimbursed by their health care insurance provider, they will need to file a claim (usually after they return to Canada) and include an itemized receipt from the hospital. The Trip Leader should:

- be aware of what the travel insurance covers – medical procedures, services, devices, medication, etc.
- assist student/staff member to obtain cash as required.
- remind the student/staff member to keep all receipts.

Automobile Accidents: Once everyone's immediate health and safety has been taken care of, the Trip Leader should cooperate with the vehicle/driver provider and local authorities. No one should leave the scene of the accident until allowed to do so by the police. In some countries, it is a crime to leave the scene. The Trip Leader should contact their immediate supervisor and manager responsible for International, either immediately or the next day with a report.

When to return to Canada in an emergency:

If there is a large-scale emergency, the Trip Leader should contact the College and let them know of the participants' status, contact Canadian Consulate or Embassy for direction and, follow the instructions of local authorities, and consider leaving by commercial means if it is safe to do so.

During an on-going crisis, the Trip Leader should keep the manager responsible for International informed on a regular basis, daily or as need dictates. The manager will communicate with the Registrar and the Director of Human Resources as appropriate .

Students/staff will be evacuated or sent home if a situation deteriorates to the point where the degree of risk to participants is deemed unacceptable. If this unlikely event were to happen, the Trip Leader, the Canadian Embassy, the manager responsible for International and appropriate individuals at Olds College will develop an evacuation plan in as much detail as possible.

Dated at this ____ day of 20__.

Signature of Trip Leader

Signature of manager responsible for International