

Participating in University Sanctioned Travel

Overview

As a participant in a sanctioned travel activity, the following steps and responsibilities apply.

Step One: Review the Travel Destination

For all international travel, travel information can be obtained from the [Government of Canada](#) and International SOS (ISOS). [ISOS](#) is the world's largest medical and travel security service firm. ISOS is staffed by knowledgeable professionals who are well equipped to provide Brock faculty, staff and students with comprehensive medical and security assistance to support travel planning. ISOS is also ready to assist Brock travelers with medical and security advice/support for a multitude of emergencies and situations that may arise once abroad. As a traveller, advisories should be reviewed to ensure you are well versed on any risks that exist, as well as any recommended immunizations in advance of your travel.

Step Two: Brock Waiver of Liability, Assumption of Risk & Indemnity Agreement

Those planning and coordinating your travel are referred to as Principle Investigators (PIs), or Responsible Authorities (RAs). The PI/RA will be completing a Travel Risk and Emergency Management Plan (TREMP). The TREMP assists with developing a travel plan that considers potential risks, mitigates hazards and facilitates appropriate approval for the travel. Included in the completion of the TREMP is the Brock Waiver of Liability, Assumption of Risk & Indemnity Agreement. This waiver is to be signed by all travel participants.

Step Three: Review Insurance and Immunization Considerations for Travel

All travelers should review [Brock University Travel Insurance Guideline](#) as part of travel planning to assess needs. If there are questions or concerns, please consult with [Caroline Smith, Manager University Risk Management](#) ext. 4763. Reasonable precautions should be taken to protect your health based on the information available from [Government of Canada](#) and [ISOS](#). Booking an appointment well in advance of travel is required to ensure that any applicable, or recommended immunizations can be administered.

Step Four: Attend Pre-departure Workshop/Orientation

The PI/RA planning your travel will arrange a pre-departure workshop/orientation for international travel through Brock International and will advise you on when and where this training will take place. You are required to attend this training to participate in travel.

Step Five: Register with International SOS (ISOS) & Canadians Abroad

Connect with the PI or RA planning your travel to obtain a Brock ISOS membership card. The card will provide you with Brock's membership ID number and dedicated phone number for assistance. Keep this card safe and be sure to bring it with you on your trip.

A [helpful guide](#) exists to walk you through creating a new profile on ISOS as well as how to add travel. In addition, the [ISOS application](#) is another terrific support for Brock travelers. Prior to travel, it is recommended that all travelers download the application. For more details on how ISOS provides support please review the [brief membership presentation](#). Prior to leaving, you will receive a pre-trip advisory email from ISOS. This information will ensure you are well informed of any risks as well as additional information specific to your country or area of travel.

Registration with Canadians Abroad is completed online through the [Government of Canada](#). [Canadians Abroad](#) is free and allows the Government of Canada to notify you in the event of an emergency abroad, or at home. Please ensure that you register with Canadians Abroad