



King's University College at Western University

### **Safety Abroad Risk Management Policy**

#### **Purpose:**

King's University College at Western University supports study abroad and academic exchange as key components of its mission and aims to increase opportunities for students to undertake international travel for the purposes of experiential and global learning. International and/or cross-cultural travel carries with it inherent health and safety risks. The purpose of this policy is to set consistent standards that will enable students to have safer experiences while travelling. The assessment of risk allows King's University College to better respond to emergency situations. The establishment of risk management protocol enables faculty trip coordinators and students to be better informed in emergency situations and manage risks associated with travelling abroad.

#### **Definitions:**

An emergency under this policy is defined as:

"An urgent and/or critical situation, temporary in nature, that threatens or causes harm to people, the environment, university property, or disrupts critical operations."

Emergencies therefore include circumstances affecting King's/Western students while abroad on a university-sponsored activity. These circumstances may include death, serious illness or injury, assault or other crimes against the person, significant loss, terrorist attack, natural disaster, pandemic, civil unrest/detention, being charged with a criminal offence, or alleged misconduct by a student jeopardizing their safety or the safety of others.

#### **Travel Support:**

The International Office at King's provides support for the implementation of this policy by:

- 1) Maintaining King's Student Safety Abroad Registry including student emergency contact information;
- 2) Providing pre-departure meetings that include risk management information
- 3) Staying informed of changing conditions as articulated by the Government of Canada Travel advisories and communicating changes to the university faculty/program coordinators and students traveling abroad;
- 4) Providing and maintaining risk management forms to outgoing travellers including:
  - a) Acknowledgement of Assumption of Risk and Responsibility\*

- b) Student's Responsibility on Exchange or Study Abroad\*
- c) Medical Information\*

\*It is mandatory, prior to travel abroad, that King's students participating in a university- sponsored activity attend pre-departure orientations, complete, sign, and submit the forms listed above, provide emergency contact information, and confirm adequate health insurance.

- 5) Working with administrators and faculty trip coordinators to provide advisement and assistance, particularly in cases where there are Level 3 or 4 Canadian Government Travel Advisories in effect. Final decisions to restrict student travel will be made with the consultation and advisement of the Academic Dean and the Dean of Students.

### Risk Rating System:

3.1. King's University College at Western University relies upon the Risk Rating System established the Government of Canada to assess students' eligibility to engage in experiential learning in various regions of the world. The table below lists the Government Ratings and the recommendations associated with them.

| Canadian Government Rating             | Definitions  | University Equivalent Advisory Risk Level |
|--|--|---|
| "Exercise normal security precautions" | No significant security concerns. Exercise normal security precautions.  | Level 1                                   |
| "Exercise a high degree of caution"    | Identifiable security concerns are present and travelers need to be alert and vigilant of surroundings. Global Affairs Canada advises a high degree of caution in this country or a specific region of this country.                                     | Level 2                                   |
| "Avoid non-essential travel"           | Global Affairs Canada has specified a security concern and advises against non-essential travel to this country or a specified region within this country. Travellers without essential reasons to be in this country or identified region should leave. | Level 3                                   |
| "Avoid all travel"                     | Extreme risk to personal safety is present and Global Affairs Canada advises against all travel to this country or specified region.   | Level 4                                   |

3.2. Students may travel to location with a Travel Advisory of Level 1 or 2 provided they comply with the conditions and requirements included in this policy.

3.3 Travel to Level 3 and Level 4 destination (high and extreme risk) as defined by the Government of Canada, is strongly discouraged and will not normally be authorized.

#### **4. Non-University sponsored Travel**

Students who travel abroad for a purpose other than a university sponsored program, event or activity do so as private citizens and are solely responsible for their own decisions regarding risk management.

#### **5. Responsibility of Faculty/Program Coordinator for student travel abroad**

The Faculty/Program Coordinator will inform King's International Office of students' participation in travel abroad to ensure the required pre-departure orientation and risk management protocol is completed. They will also provide information to the students and King's International Office about travel arrangements within as well as to the study site, communication channels available to all interested parties, and the accessibility of medical facilities near the study site.

In the event of an emergency (as defined above), a Faculty Member or Program Coordinator will notify King's International Office or Western Campus Police, who will initiate King's emergency protocols and file an Incident Report with King's International Office.