

# Field Trips Checklist for Travel Outside Canada

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A simplified guide to University of Toronto procedures for  
undergraduate travel outside Canada

***Waiver:** While every attempt was made to provide accurate information in this document, information may change at any time. Please consult the appropriate university department or service for the most updated information.*

# Field Trips Checklist for Travel Outside Canada

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It is important to note that undertaking a venture of this nature requires strong communication between and a high level of co-operation with various departments and offices within the University of Toronto.

It is for this reason, this document was developed to provide instructors and departmental staff with a list of university-wide references, and forms required when taking students abroad for the purposes of field research and study. Additional non-university resources are listed at the end of this document which you and your colleagues may find useful.

Inherent to the success of any international activity is the health and safety of your students. In response to the growing awareness of issues surrounding health and safety while abroad, the University has appointed a **Safety Abroad Advisor** who can provide you with advice prior to or during travel and with support in emergency situations.

## **UTSC Academic Handbook for Faculty – October 2012**

Reference to Safety Off-Campus is made in Section I.5 of the UTSC Academic Handbook for Faculty (and Staff) October 2012

[http://www.utsc.utoronto.ca/~vpdean/documents/Academic\\_HandbookOctober\\_2012Final\\_000.pdf](http://www.utsc.utoronto.ca/~vpdean/documents/Academic_HandbookOctober_2012Final_000.pdf)

### **I.5 Off-Campus Safety<sup>1</sup>**

The University of Toronto recognizes that its faculty, staff and students will periodically engage in academic work, or participate in a wide range of activities, which take place at locations outside the geographical boundaries of its three campuses. Since the safety and wellbeing of its members, as well as others participating in the activities it offers, are of paramount concern, the University has developed the Policy on the Framework on Off-Campus Safety (April 2011) and a set of “Guidelines on Off-Campus Safety” (April 2011). It is essential that you familiarize yourself with these documents, and ensure that your off-campus activities, be they local or further afield, are in compliance.

### **Safety Abroad Guidelines** (approved by Governing Council April 7, 2011)

#### a. Framework on Off-Campus Safety

The Framework provides a set of core planning principles with respect to safety, and applies to all academic and non-academic activities held off the premises of the University, which are organized or sponsored by the University or any of its divisions. The Framework does not apply to the activities of independent campus organizations, such as student societies, except where those activities are formally sponsored by, or organized with the direct participation of, the University.<sup>2</sup>

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<sup>1</sup> UTSC Academic Handbook for Faculty (and Staff), October 2012 pg 5

<sup>2</sup> UTSC Academic Handbook for Faculty (and Staff), October 2012, pg 5

The Framework on Off-Campus Safety can be found at:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppmay191988.pdf>

b. Guidelines on Off-Campus Safety

In addition to the Framework, the Provost's Office has developed "Guidelines" which are designed to assist in the planning and execution of off-campus activities.<sup>3</sup>

See page 1 of

<http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/Provost/policy/Off-Campus+Safety+Guidelines.pdf>

c. Guidelines on Safety in Field Research

**Safety in Field Research**<sup>4</sup>

Primary responsibility for health and safety in field research (which consists of work activities conducted for the purpose of study, research or teaching conducted by faculty, post-doctoral fellows, graduate and undergraduate students, staff and authorized volunteers) lies with the academic supervisors in charge of field research projects, and the team leaders who are involved in directly supervising research on location. All field research should be conducted in compliance with the "Guidelines and any environmental and health or safety incidents that occur must be reported in accordance with them. Online forms are available at <http://www.ehs.utoronto.ca>

See pages 2 – 8 of

<http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/Provost/policy/Off-Campus+Safety+Guidelines.pdf>

d. Guidelines on Safety Abroad

**Safety Abroad:**<sup>5</sup>

The "Guidelines" apply to out-of-country activities that are organized by the University, including field research, exchange programs, and other courses and programs for academic credit, but they are not intended to address personal travel and activities that have not received approval by a department head.

The Safety Abroad Office, which resides in the Centre for International Experience, offers training on logistics, safety, and cultural issues that students may face. You should consult with the Office when sending students abroad as they can help you to navigate the "Guidelines," and assist with risk assessments. Students planning to travel abroad must register with the Safety Abroad Office, and they are encouraged to attend a pre-departure workshop. The Safety Abroad Office also has a "Safety Abroad Manual," which is useful for instructors.

See pages 9 – 18 of

<http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/Provost/policy/Off-Campus+Safety+Guidelines.pdf>

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<sup>3</sup> UTSC Academic Handbook for Faculty (and Staff), October 2012, pg 5

<sup>4</sup> UTSC Academic Handbook for Faculty (and Staff), October 2012, pg 5

<sup>5</sup> UTSC Academic Handbook for Faculty (and Staff), October 2012, pg 5

## **Setting Up Your Program for Success**

Staff and Faculty that sponsor out-of-country university activities should review the Safety Abroad Guidelines and Manual which deals with issues of safety, liability, and university protocol.

A copy of the Safety Abroad Manual is available to faculty and staff at:

[http://www.utoronto.ca/safety.abroad/program\\_sponsor.html](http://www.utoronto.ca/safety.abroad/program_sponsor.html)

The Safety Abroad Guidelines and procedures is meant to provide students, staff and faculty with assistance in managing risks associated with international programs and activities. While safety has always been a concern of the University community, it is important to ensure consistency in our safety abroad programming and standards.

Click on the link below for a checklist to follow to ensure that all of the Safety Abroad Guidelines and procedures are followed:

<http://www.cie.utoronto.ca/Safety/Information-for-Programs.htm>

**Key Points** The Safety Abroad Office has developed the following checklists for:

- a. Administrators  
[http://www.utoronto.ca/safety.abroad/Activity\\_Sponsor\\_Checklist.pdf](http://www.utoronto.ca/safety.abroad/Activity_Sponsor_Checklist.pdf)
- b. Students  
[http://www.utoronto.ca/safety.abroad/student\\_checklist.pdf](http://www.utoronto.ca/safety.abroad/student_checklist.pdf)

## **Forms**

### **Use of Informed Consent and Waiver Agreements**

While the University insures its own employees and its own property and field research activities, the University's insurance policies are not meant to cover an individual's personal property and non-academic or external program activities involving participants off-campus and it is always recommended to confirm insurance particulars beforehand.

One of the most important considerations when planning field activities is when to use liability waivers which can be used to advise and inform participants to be aware of the risk environment and to take suitable precautions. The following is an overview of key considerations to keep in mind.

#### **Informed Consent and Waiver Agreements**

It is recommended to use suitably drafted agreements to minimize the University's liability risk exposure when engaging in certain types of activities. A department that sponsors activities that go beyond regular academic requirements should consider using a waiver to reduce the University's legal liability risk, especially for activities where participants will be exposed to different risk environments than they may be used to in their everyday experience.

Waivers are strongly recommended for any activity that presents a higher than normal risk of physical danger, including transportation risks, as well as health, safety, environmental, political or social conditions that may be present in off-campus or out of country activities that participants may encounter. There is a positive duty on the University to inform participants as much as practicable about risks they will be facing in the places they will be visiting. This is legally termed “due diligence”.

To be legally binding and enforceable, waivers need to be:

1. Customized to the specific activities or situations to which they pertain rather than a ‘one size fits all’ approach.
2. They should be as clear and comprehensive as is reasonable in the circumstances.
3. Everyone is required to sign the same waiver for the same event and if a person does not sign the waiver, they should not be allowed to participate.

Any activity for which a waiver is required should be:

1. Described as accurately and completely as practical.
2. Waivers should be on departmental letterhead, include class/program, date, brief description of the activity, the destination, transportation, accommodation, number of participants, etc.
3. Waivers should be legibly formatted and not buried in fine print.
4. They should be on a separate page and understandable so there no question in the participant’s mind about what they are signing.

The following links and appendices contain examples of waivers to be used for foreign travel.

- a. Consent Form and Release Liability for International Activities form found at:  
[http://www.utoronto.ca/safety.abroad/program\\_sponsor.html](http://www.utoronto.ca/safety.abroad/program_sponsor.html) or  
<http://www.utoronto.ca/safety.abroad/progmanual/consent.doc> or  
<http://www.insurance-risk-mgmt.utoronto.ca/Guidelines/Off-CampusActivities.htm>
- b. Consent Form and Release from Liability for International Activity template  
See Appendix A
- c. Terms for Participation for International Activities template  
See Appendix B

### **Other forms and documents:**

The following are links to forms that may be required for submission during the planning stages of your trip. Refer to the Safety Abroad Office for more specific information. All forms should be kept in duplicate in your departmental office.

- a. Field Research Planning Record found at:  
<http://www.ehs.utoronto.ca/Assets/ehs+Digital+Assets/Field+Research+Safety+Planning+Record.pdf>

- b. Safety Abroad Pre-Departure Checklist is a list of topics and some key points that should be covered in ALL pre-departure training for undergraduate students participating in out-of-country travel. The checklist can be found at:  
<http://www.cie.utoronto.ca/Safety/Safety-Abroad-Manual/Safety-Abroad-Pre-departure-Checklist.htm>
- c. Field Research Risk Assessment (Office of Environmental Health and Safety) found at  
<http://www.ehs.utoronto.ca>
- d. Photo Release template  
See Appendix C

### **Safety Abroad Online Database**

All students travelling abroad will need to be registered in the SAO data base. The Safety Abroad Office continuously monitors overseas situations and will make arrangements to contact participants abroad should there be a need to do so. The trip leader is responsible for contacting the Safety Abroad Office so a trip profile can be created and participants entered in the data base.

- a. Instructions  
[http://www.utoronto.ca/safety.abroad/database\\_instructions.html](http://www.utoronto.ca/safety.abroad/database_instructions.html)
- b. Safety Abroad Registration Sheet  
<http://www.cie.utoronto.ca/Safety/Safety-Abroad-Manual/Safety-Abroad-Registration-Sheet.html>

### **Safety Abroad Emergency Response Guidelines**

- a. Emergency Support Overseas  
<http://www.cie.utoronto.ca/Safety/Safety-Abroad-Manual/Emergency-Support-Overseas.htm>

### **Related University of Toronto policies**

The following reference various U of T policies under which students are expected to conduct themselves.

- a. [Code of Student Conduct](#)
- b. [Health and Safety Policy](#)
- c. [Policy for Safety in Field Research](#)

## **Other resources and information**

Participants must attend a Pre-Departure Orientation Session organized by the Safety Abroad Office. The purpose of these workshops is to inform students of some of the risks that they may encounter while abroad and to develop strategies for minimizing potential difficulties. Participants on instructor guided field trips are **not** exempt from these sessions and must attend prior to departure. Students who attend the session are cleared to travel for a period of about 15 months.

For travel groups of 10 or more students, contact the Safety Abroad Office to book an information session. Sessions are scheduled on an ongoing basis during the school year.

For topics covered in the Pre-Departure Orientation (Training) session, see above section b) under Other forms and documents or click on the link below:

<http://www.cie.utoronto.ca/Safety/Safety-Abroad-Manual/Safety-Abroad-Pre-departure-Checklist.htm>

For Parents & Guardians, information is available at:

<http://www.cie.utoronto.ca/Parents---Guardians.htm>

## **Additional Resources of Interest**

Here are some websites that you or your students may find useful when doing research about travelling overseas.

**Note:** The University of Toronto does not recommend or endorse any of the services listed on non-U of T websites. It is an individuals' responsibility to investigate the services to ensure they are suitable and safe.

## **University of Toronto**

- Go Global Guide – <http://www.utoronto.ca/safety.abroad/guide.html>
- Travel Medicine Clinic (416-978-8030) - <http://www.healthservice.utoronto.ca/Health-Service/Services-Offered/Travel-Medicine---Immunizations.html>
- SCSU Travel Health Insurance (for full-time undergraduate UTSC students) - [http://www.ihaveaplan.ca/rte/en/UniversityofTorontoScarboroughCampusSCSU\\_Travel\\_TravelCoverage](http://www.ihaveaplan.ca/rte/en/UniversityofTorontoScarboroughCampusSCSU_Travel_TravelCoverage) (click "Travel Health Passport" on the left side)

## **Health and Safety Abroad**

- Center for Disease Control – <http://www.cdc.gov>
- Fit for Travel (health info) – <http://www.fit-for-travel.com/en/empfehlungen/index.html>

- International Association for Medical Assistance to Travellers (IAMAT) – <http://www.iamat.org>
- Travel Medicine Centre (Toronto) – <http://www.travelclin.com>

## Canadian Government

- Canada Border Services Agency – <http://www.cbsa.gc.ca>
- Canada Customs (“I Declare”) – <http://www.cbsa.gc.ca/publications/pub/bsf5056-eng.html>
- Canadian Passport Office – <http://www.ppt.gc.ca>
- Dept of Foreign Affairs and International Trade (DFAIT) - <http://www.dfait-maeci.gc.ca>
- DFAIT Publications – <http://www.voyage.gc.ca/publications/menu-eng.asp>
- DFAIT Essential Information for Canadians Abroad – <http://www.voyage.gc.ca/>
- DFAIT Country Travel Reports – [http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)
- Tourist Visa Information for Canadians - [http://www.voyage.gc.ca/preparation\\_information/tourist-visas-tourisme-eng.asp](http://www.voyage.gc.ca/preparation_information/tourist-visas-tourisme-eng.asp)
- Health Canada – <http://www.hc-sc.gc.ca>
- Health Canada Travel Medicine Program – <http://www.TravelHealth.gc.ca>
- Health Canada Travel Medicine Clinics – <http://www.phac-aspc.gc.ca/tmp-pmv/travel/clinic-eng.php>

## Travel Guides

- Fodor’s – <http://www.fodors.com>
- Frommers – <http://www.frommers.com>
- Let’s Go – <http://www.letsgo.com>
- Lonely Planet – <http://www.lonelyplanet.com>
- Michelin – <http://www.michelintravel.com>
- Rough Guide – <http://www.roughguides.com>
- WikiTravel – <http://wikitravel.org>

## Other International Resources

- Airport Guide – <http://www.airwise.com>
- ATM Locator – <http://www.atmlocator.info>
- Canada Direct – <http://www.infocanadadirect.com>
- Currency Converter – <http://www.xe.com/ucc>
- Eurorail - <http://www.eurail.com>
- International Dialing Codes – <http://www.timeanddate.com/worldclock/dialing.html>
- International Lesbian, Gay, Bisexual, Trans and Intersex Association – <http://www.ilga.org>
- International Student Identity Card (ISIC) – <http://www.isic.org>
- Jet Lag Calculator – <http://www.bodyclock.com>
- Packing and travelling light – <http://www.onebag.com> <http://www.travelite.org/>
- Travel bookings (flights, hotels, etc.) – <http://www.travelocity.ca> <http://www.expedia.ca>
- Vegetarian Dining Abroad - <http://veg dining.com>
- Vegetarian World Guides – <http://www.stonecircleinc.com/vegworld/index.html>
- World Clock Time Zones – <http://www.timeanddate.com/worldclock>

## Appendix A

### Consent Form and Release from Liability for International Activity

Name of Student: \_\_\_\_\_ Date of Program: \_\_\_\_\_

Name of Program: \_\_\_\_\_

All students participating in an international activity through the University of Toronto, as described in the various program materials and orientation meetings, are doing so on a VOLUNTARY basis. These exchanges are in OTHER COUNTRIES and may involve SIGNIFICANT RISKS such as travel to and from and living in a foreign country under different conditions of public or private health, sanitation, communication, infrastructure, politics and environment.

I understand that my participation in the international activity requires a minimum LEVEL OF FITNESS AND HEALTH (physical, mental and emotional) and I hereby WARRANT BEING PHYSICALLY FIT AND ABLE TO PARTICIPATE and understand that I am ASSUMING THOSE RISKS AND RESULTS which are part of these activities including the laws, customs, living conditions and health standards existing in the country(ies) where I will travel and study. I acknowledge that I have been strongly encouraged to consult with my medical care providers and a Travel Medical Clinic before leaving Canada.

I understand there is NO INSURANCE COVERAGE provided by my department or the University of Toronto. It is my responsibility to arrange any such coverage as required, for loss or damage to any personal property. I confirm that I have arranged MEDICAL INSURANCE for the duration of my travel abroad, and that I have provided proof of such insurance to the University. I am aware that health insurance may not cover all aspects of travel, including but not limited to high risk activities, injury caused by civil war and natural disasters, long-term disability and health care. In providing proof of insurance to the University, I recognize that the University does not make any claims regarding the adequacy of the medical insurance coverage and that all decisions regarding the appropriateness of my medical insurance are solely at my discretion.

I, the UNDERSIGNED, hereby acknowledge that certain RISKS OF PERSONAL INJURY OR PROPERTY LOSS are inherent to my participation in international activities. Risks may be minor or serious and may result from my own actions or the actions or inactions of others, or a combination of both, or may be beyond control (such as the risk of illness, disease, war or violence).

Continued on Page 2

**IN VIEW OF MY VOLUNTARY ASSUMPTION OF ALL RISKS**, I agree for myself, and my family, heirs and executors that THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO, and its officers, employees, agents and assigns shall not be liable for any injury to my person, illness, loss or damage to my personal property, or any consequential damages arising in any way resulting from my participation in international activities.

Without limiting the generality of the above, this RELEASE FROM LIABILITY includes any ILLNESS, ACCIDENT, SICKNESS, CANCELLATION, DELAY, ALTERATION, OR INCONVENIENCE suffered or incurred by me or any person in consequence of or in any way related to the international activities and my studies abroad or while being transported from or to Canada, including any claims resulting from the operation of a motor vehicle, or motorcycle/mobylette in any other country.

**I HAVE READ AND UNDERSTOOD THE ABOVE CONSENT AND RELEASE FROM LIABILITY IN ITS ENTIRETY AND AGREE TO BE BOUND BY THESE TERMS AND HEREBY CONSENT TO PARTICIPATE ACKNOWLEDGING ALL OF THE FOREGOING.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please have this form signed by Safety Abroad Advisor after completing the Predeparture Workshop.

\_\_\_\_\_  
Safety Abroad Advisor

\_\_\_\_\_  
Date

## Appendix B Terms for Participation for International Activities

Name of Student: \_\_\_\_\_ Dates of program: \_\_\_\_\_

Before participating in an international activity, the undersigned (hereafter referred to as STUDENT), must agree to the following terms and conditions:

### Registration/Academic Regulations

- While participating in an international activity administered by \_\_\_\_\_ (department), STUDENT will be subject University of Toronto academic and non-academic regulations and policies, such as the Code of Student Conduct and the Harassment Policy.
- The University of Toronto reserves the right to suspend the program, including activities already in progress, due to health and safety concerns and changes in the Canadian Foreign Affairs' Country Advisory.

### Program Regulations

\_\_\_\_\_  
Initial

STUDENT understands that he/she is responsible for:

- familiarizing oneself with and acknowledging the risk of the particular out-of-country activity, taking appropriate precautions as needed;
- making a self-assessment regarding appropriateness of participation;
- providing written acknowledgement and consent to the risks and terms of participation, as detailed by the Consent form;
- attending preparatory briefings and completing all designated training sessions;
- updating the Safety Abroad Database with personal information as required
- obtaining appropriate immunization and medical advice, sufficient health insurance and appropriate travel documents;
- acting safely and in a responsible manner and exercising good judgment at all times to prevent harm to self and to others;
- follow the travel safety advice as outlined by the Foreign Affairs Advisory and the Safety Abroad Office;
- AVOIDING all regions where Foreign Affairs has issued a warning against non-essential travel and all travel;
- reporting any newly identified hazards to the onsite supervisor or Safety Abroad Office;
- in the event of an emergency (personal or regional) or crisis, follow the instructions of the on-site supervisor and Safety Abroad Office;
- reporting all incidents in a timely manner to the on-site supervisor or Safety Abroad Office.

Additional expectations of STUDENT:

- availability to make a contribution to the program/ community in which they are registered;
- ability to live and study in collaborative, cooperative community setting;
- ability to adapt to changing environments and to tolerate the physical, emotional and mental demands of the program;
- not place an excessive burden upon the host community, fellow students, or program staff or faculty.

\_\_\_\_\_  
Initial

**Costs**

- Statement regarding what costs will be covered by the University;
- It is STUDENT's responsibility to cover any additional expenses;
- It is mandatory that STUDENT obtain medical insurance for the duration of the travels abroad;

\_\_\_\_\_  
Initial

**I have read and understood the above conditions related to participation in the exchange in their entirety, and agree to be bound by these terms and hereby consent to participate acknowledging all of the foregoing. Failure to comply may result in my termination from the program.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Appendix C



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

### PHOTO RELEASE FORM

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PLEASE READ CAREFULLY

I hereby grant to the University of Toronto (the "University") the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of the photographed images of me, taken \_\_\_\_\_, for use in connection with the activities of the University or for promoting, publicizing or explaining the University or its activities.

This grant includes, without limitation, the right to publish such images in the University newspaper, alumni magazine, and PR/promotional materials, such as marketing admissions publications, advertisements, fund-raising materials, and any other University-related publication.

These images may appear in any of the wide variety of formats and media now available to the University and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM, and electronic/online media.

**Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date of Agreement:** \_\_\_\_\_

**Department Responsible for Photo Collection:** \_\_\_\_\_

The University of Toronto respects your privacy. Personal information, including your image/photograph, that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of promoting, publicizing or explaining the University or its activities, including for example, recruitment and advancement. At all times photographs of you will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the department noted above, or the Department of Communications & Public Affairs at the University of Toronto Scarborough.

Communications & Public Affairs, University of Toronto Scarborough  
1265 Military Trail, Toronto Ontario M1C 1A4  
[info@utsc.utoronto.ca](mailto:info@utsc.utoronto.ca)

## Appendix D

### Safety Abroad Student Database Input form

Participant information inputted in template below and forwarded to Safety Abroad office for uploading to their database.

First Name	Last Name	Student number	Date of Birth	Start Date	End Date	Program	Institution name	