



## International Travel Safety Plan Checklist for NBCC Employees (Mandatory)

<b>Employee Name</b>	
<b>Employee Number</b>	
<b>Destination</b> (e.g. itemize <i>each</i> City, State/Prov, Country visited and attach full, detailed itinerary)	
<b>Date of Travel: Start</b>	
<b>Date of Travel: Planned completion</b>	

### Travel Advisory Protocol

1. ***Immediately prior to travelling internationally***, it is essential to check for [travel advisories](#). For countries that have warnings (or regional warnings).
2. ***Where travel has been authorized and approved, but the Government of Canada subsequently increases its travel advisory*** to a restricted level prior to travel e.g., due to natural disaster or political unrest), the employee should contact their supervisor to assess whether travel should proceed.
3. ***Should travel advisories change during travel***, it is essential the employee contact their supervisor for further direction.

Employee Initials	<b>I have discussed and reviewed travel advisories with my supervisor.</b>
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### Emergency Contacts

[NBCC Emergency Contact List](#) should be printed and stored with your travel documents.

Identify (2) NBCC contacts who know your travel itinerary and who agree to be your designated emergency contacts. (Ensure your emergency contacts are prepared to be available during your travel – and can be contacted at any time, regardless of related time zone differences.) Please update your contact information in the [Employee Hub](#).

Contact Name	Contact phone no. (Landline)	Contact phone no. (Mobile)



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### Travel Health Insurance

All NBCC employees travelling internationally must purchase travel medical insurance from Guard.me and provide a copy of the insurance policy to be filed with this document.

Employee Initials	<b><i>I have obtained travel health insurance and provided evidence of insurance to my supervisor.</i></b>	
<b>Travel Health Insurance Provider</b>		<b>Contact Information</b>

### Guard.me Claim Assist (24/7):

1-888-756-8428

### Other: Risk and Safety Assessment Checklist

Prior to travel, the following items about the destination should be researched and considered with regard to potential risks:

- Environmental conditions: common weather, common wildlife, increased altitudes
- Health conditions, including common diseases or parasites
- Laws, etiquette, and cultural norms
- Safety and security conditions
- Cultural differences / tips
- Holidays/celebrations that may affect your travel plans
- Crime – crime rates, common crimes, areas to avoid
- Entry and Departure Requirements – review documentation required to pass customs, immigration, and visa requirements
- Political conditions
- Transportation and available methods (road conditions, driving, using taxicabs, public transportation)
  - Do you plan to rent a car? Yes ☐ or No ☐

*\*If yes, it is necessary to purchase third party liability (TPL) coverage insurance from the vehicle rental agency and be sure to book the vehicle with the NBCC Travel Visa (booking with the NBCC Travel Visa ensures that the rental vehicle is covered for collision damages up to \$65,000). \*If travelling to Portugal, Costa Rica or Ireland, you will need a coverage letter from Manulife (please contact Enterprise Risk Management to obtain prior to travel).*



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- *\*Check with the Finance Department, prior to travel, to ensure that your NBCC Travel Visa has sufficient limit requirements for business charges that may be incurred during international travel (ie. there is usually a minimum \$3000 deposit for vehicle rental).*
- Water and food safety
- Available channels of communication (available connections, Wifi, Cellphone)
- Local currency and acceptable payment (ensure NBCC Travel Visa has sufficient limit for international travel purposes)
- Closest Consulate and local emergency numbers

Location: \_\_\_\_\_

Number: \_\_\_\_\_

### Mitigation Plan(s) & Notes (per the above considerations):

Employee Initials	<b><i>I have reviewed and researched each item and assessed related risks with my supervisor.</i></b>



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✓	ITEM
<b>General</b>	
	All college members travelling internationally are encouraged to register their travel plans with the <a href="#">Registration of Canadians Abroad</a> which is a service provided by the Canadian government for Canadian citizens. There are alternatives available for member of the college which do not meet the criteria of a Canadian citizen.
	<p>All Canadians require a valid passport to travel internationally (including United States of America).</p> <p><u>Obtaining a passport:</u></p> <ul style="list-style-type: none"> <li>You can also get an application form at Canada Post or a Service Canada Center</li> <li>In Person: There are passport offices and service centers across the province - for details click (<a href="http://www.servicecanada.gc.ca">www.servicecanada.gc.ca</a>).</li> </ul> <p><u>Passport Validity Requirements:</u></p> <ul style="list-style-type: none"> <li>Your passport must be valid for at least six months beyond your date of return to Canada.</li> <li>Remember to sign the passport; fill in your current address; and include the name of an emergency contact person.</li> <li>Make two photocopies of the identification page of the passport. Leave one copy with a friend or relative at home. Bring the second copy with you on your trip. Carry this photocopy separately from the passport when you travel. This can help identify you if the passport is lost, stolen, damaged, destroyed or inaccessible.</li> <li>Read the last page of the passport. It contains some interesting and vital information.</li> </ul>
<b>Information Technology Checklist for Employees</b>	
	<p>Submit a <a href="#">Helpdesk ticket</a> (<a href="http://helpdesk.nbcc.ca">helpdesk.nbcc.ca</a> → Account Management → Network Access) to inform NBCC Information Technology (IT) team of your destination so arrangements can be made to access your NBCC account outside of North America.</p> <p><b>Please note: Some countries, such as Russia and China, are currently blacklisted from accessing NBCC information. This may impact the extent to which you may need to obtain and travel with printed information.</b></p>
	<p>If you have an NBCC cellphone, it is the responsibility of each employee to make arrangements for use (voice/text/data) in advance of travel. More information on United States and international roaming packages can be found on NBCC's webpage <a href="#">here</a>.</p> <p><b>Please note: You are encouraged to turn off roaming data and use Wi-Fi whenever possible.</b></p>
	<p>Consider the power source of the country you are traveling to as you may be required to purchase an adapter to charge your device/phone.</p> <p><b>Please note: NBCC IT does not provide international power adapters.</b></p>
	Ensure you have ongoing access to applications and/or devices to which you have directed your Multi-Factor Authentication (MFA) codes when you travel so you can log into NBCC services such as email and Brightspace.



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	<b><i>Please note: NBCC IT recommends having the WinOTP Manager tool on your staff laptop as a secondary MFA option. A step-by-step guide on how to install it is available <a href="#">here</a>.</i></b>
	Watch the "International Travel IT Checklist for NBCC Employees" video - <a href="https://www.youtube.com/watch?v=V6xtYRy8L3Q&amp;t=1s">https://www.youtube.com/watch?v=V6xtYRy8L3Q&amp;t=1s</a>
	Review the Travel Resources on the Employee Risk Management site available <a href="#">here</a> .

***The employee and supervisor have reviewed this checklist and, to the best of their ability, mitigated any unreasonable risks.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature