

EMERGENCY RESPONSE PLANNING GUIDANCE

MOUNT ROYAL UNIVERSITY OFF CAMPUS ACTIVITIES



COMMUNICATION

- Identify available forms of communication (incoming/outgoing), and appropriate mitigation if traveling to remote areas (e.g. satellite phones, two-way radios).
- Prepare back up plans for potential communication interruptions.
- Have protocols for regular check-ins with University contacts.
- If travelling in a group, plan how the group will be communicating with each other. Obtain phone numbers from all participants and outline any steps that should be followed in the event of an emergency situation (i.e. a central rendezvous location, main contact person, backup contact person). This is particularly important when travelling outside of Canada.



EVACUATION

- Prepare a list of alternative transportation options, in case of an emergency requiring evacuation.
- If attending an event, become familiarized with the venue's emergency evacuation plans, muster points and shelter in place plans.



INTERNATIONAL TRAVEL

- Identify the nearest Canadian Embassy or Consulate, including address, phone numbers, and familiarize yourself with the Consular Services available.
- Access our International SOS membership through their website, online app or assistance call centres. International SOS provides international healthcare, medical assistance and security services. MRU Membership Number: **27AYCA49888**.
- Register with the Government of Canada Registration of Canadians Abroad program. This free service allows the Government of Canada to notify the registered traveler in case of an emergency abroad or a personal emergency at home. The service also enables the traveler to receive important information before or during a natural disaster or civil unrest.



EMERGENCY SERVICES AND CONTACTS

- Prepare a list of the nearest hospitals/medical centres.
- For remote locations, consider accessibility to emergency services and prepare mitigation plans for any delays in obtaining medical services (training in first aid, first aid kits etc.).
- Have a list of emergency contact numbers:
 - First responders (911 or local equivalent)
 - MRU Security Services (**403.440.5900**)
 - MRU Dean/Director/Department Lead
 - Emergency contact at home
 - Local emergency contact (if applicable)



MEDICAL AND MENTAL HEALTH

- Participants with disabilities or medical conditions must make any required special preparations for their travel prior to departure, including special consideration for any emergency situations.
- Identify methods to address any emotional or psychological distress. Emotional support services can be accessed through our membership with International SOS (listed below) when traveling outside of Canada.