

Your Guide to Safe & Successful Off-Campus Activities

A comprehensive resource for the Mount Royal University community.

A Journey in Three Acts



PREPARE (Before You Go)

This section covers the essential planning phase, from initial registration and risk assessment to building your emergency plan and understanding your support network. This is where thorough preparation sets the foundation for a successful trip.



PARTICIPATE (While You're Away)

Your field guide for the activity itself. We'll cover on-the-ground best practices for personal safety, health and well-being, and digital security.



POST-ACTIVITY (When You Return)

Concluding your journey involves important follow-up. This section outlines the process for reporting incidents and providing valuable feedback to strengthen the process for everyone.

Every Journey Begins with a Single, Critical Step: Registration



Mount Royal University is committed to prioritizing the safety and well-being of all participants in off-campus activities. To do this, we need to know where you are.

All University travel outside of Calgary **must** be registered. The **Activity Leader** is responsible for completing the registration.

CRITICAL ALERT

THE MANDATORY FORM

Use the **Off Campus Activity Registry Form One**. This online form is your official starting point. It tracks your whereabouts for safety purposes and guides you through an initial risk assessment. Documented approval from your Faculty/Department Head is embedded directly into this form.

Key Risk Factors to Consider

PARTICIPANTS

- Ratio of leaders to students (Is it greater than 1:15?)
- Involvement of minors.
- Participants with unique medical or physical considerations.

LOCATION

- **Geographic:** Remote/isolated locations? Proximity to emergency services (>60 minutes)?
- **Environmental:** Potential for extreme weather? Exposure to wild animals or poisonous plants?
- **Sociopolitical:** Significant cultural/legal differences? Civil unrest or high crime rates?

NATURE OF ACTIVITY

- Hazards greater than normal campus activities?
- Physically strenuous or high-stress activities?
- Water-related activities or activities involving animals?
- Consumption of alcohol involved?

LOGISTICS

- **Travel:** More than 8 hours of driving per day? Unreliable 3rd party transport?
- **Communication:** Limited cell/satellite phone coverage?

Building Your Emergency Response Plan

Your plan is your playbook for when things don't go as expected. It should be clear, concise, and accessible to all participants.



Communication Protocol

- Establish regular check-ins with University contacts.
- Plan for communication interruptions (e.g., satellite phones in remote areas).
- Create an internal group communication plan (phone tree, rendezvous point).



Emergency Contacts List

- Local first responders (911 or equivalent).
- **MRU Security Services: 403.440.5900**
- Your MRU Dean/Director.
- A designated emergency contact at home for each participant.



Medical & Mental Health

- Identify nearest hospitals/medical centers.
- Plan for delays in remote medical access (first aid training, kits).
- Note that emotional support services are available via International SOS for travel outside Canada.



Evacuation Plan

- Identify alternative transportation options.
- Familiarize yourself with venue-specific plans (muster points, shelter-in-place).

You're Not Alone: Activate Your External Support Network

Before you travel internationally, connect with these three critical services. They work together to provide information, communication, and on-the-ground assistance.



1. Government of Canada: Registration of Canadians Abroad

What it is: A free service that allows the Government of Canada to notify you in case of an emergency abroad (natural disaster, civil unrest) or at home.

Action: Register every international trip. [\[Hyperlink\]](#)



2. Global Affairs Canada: Travel Advice & Advisories

What it is: Your source for country-specific information on safety, security, local laws, customs, and entry requirements.

Action: Review the advisory for your destination before and during travel. [\[Hyperlink\]](#)



3. International SOS

What it is: MRU's partner for international healthcare, medical assistance, and security services. Provides pre-travel guidance and 24/7 in-country support.





Action: Download the app.



PRO-TIP: MRU Membership Number: 27AYCA49888

Understanding Your Insurance Safety Net

MRU provides comprehensive insurance for university-sanctioned activities, but it's crucial to understand the boundaries.

 Liability Insurance	 Property Insurance	 Automobile Insurance	 Accident & Health
Protects the university, faculty, staff, and students against legal liability for accidental injury or property damage to others <i>while performing academic or employment duties</i> . Coverage is worldwide.	Physical loss or damage to MRU-owned property (e.g., research equipment, laptops). <div>CRITICAL NOTE: Departments/Faculties are responsible for amounts below deductible, and personal property of faculty, staff, or students is NOT covered by the university's program.</div>	MRU Fleet Vehicles: Covered. Rental Vehicles: Users are responsible for ensuring adequate coverage (\$2M minimum liability). This can be obtained from the rental agency or through the MRU corporate credit card. Personal Vehicles: Not covered by MRU insurance. Ensure your personal policy covers business use.	What's Covered: A combination of AHCIP, group benefits, and student accident plans provide coverage. Action Required: It is your responsibility to confirm you have adequate supplementary health insurance for your destination, especially for international travel. Contact HR (employees) or SAMRU (students) to confirm your plan details.

On The Ground: Best Practices for Staying Safe & Aware

Your preparation is complete. Now, focus on active awareness during your activity.



Know Before You Go: Be informed about local laws, customs, and cultural norms, especially those that differ significantly from Canada.



Social Media Discretion: Limit sharing real-time travel locations on social media for personal security.



Situational Awareness: Remain vigilant in areas with higher crime. Tourists can be targets. Avoid discussing your work or travel plans in public spaces.



Navigate with Confidence: Plan your travel and walking routes in advance to avoid getting lost in unfamiliar locations.



Prepare for the Unexpected: Have contingency plans for unreliable transportation or communication services.



Health & Medical:

- Carry emergency devices (e.g., EpiPen) for life-threatening conditions.
- Confirm prescription medications are legal in your host country.
- Take necessary precautions against insect-borne diseases and for food/water safety.

Protecting Your Data: Digital Security in the Field

In today's geopolitical climate, Canadian academics and researchers can be targets for foreign actors seeking sensitive data. Treat your digital devices and information with the same care you give your physical passport.



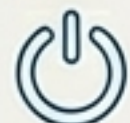
DO



Always maintain physical control of your devices.



Use the **MRU VPN** when connecting to any public or hotel Wi-Fi.



Turn off devices when passing through security and customs.



Travel with only the necessary files and data.



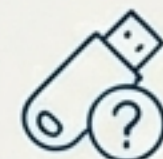
Monitor devices for unusual behavior (pop-ups, slow performance).



DON'T



Never use public USB/wireless charging stations.



Don't plug unknown devices (e.g., USB keys) into your MRU equipment.



Avoid installing unnecessary software updates or apps while abroad.



Don't take compromised devices to local repair shops.

If Your Device is Lost, Stolen, or Confiscated



Contact the **MRU IT Service Desk immediately at 403.440.6000**. They can take steps to secure your data and MRU's network.

In Case of Emergency: Your Action Plan

If a medical or security emergency occurs, stay calm and follow these steps.

1 Address the Immediate Danger



- Ensure the safety of yourself and others.
- Contact local emergency services (911 or equivalent) if required.

2 Contact Your Support Network



As soon as it is safe and practical, contact one of the 24/7 resources below.

3 Notify Your MRU Contact



Inform your Activity Leader or designated university contact about the situation.



MRU Security Services
(from anywhere in the world)

+1-403-440-5900



International SOS
(for travel outside Canada)

+1-215-942-8226

MRU Membership: 27AYCA49888

Government of Canada
(for Canadians abroad)

Emergency Watch and Response
Centre (Collect Call):

+1-613-996-8885

Also, contact the nearest Canadian
Embassy or Consulate.

POST-ACTIVITY Closing the Loop: Reporting and Feedback Upon Your Return

Your experience—both positive and negative—provides valuable information that helps protect future travelers and improve university processes.

MANDATORY INCIDENT REPORTING

If an incident or near-miss occurred...



Action: The **Activity Leader** must complete the **Post Activity Incident Report Form**.

Deadline: No later than ten (10) days following the completion of the activity.

Purpose: This formal report allows the university to respond appropriately, track trends, and implement preventative measures.

RECOMMENDED FEEDBACK

To share your experience...



Action: All participants are encouraged to provide feedback via the **Feedback Evaluation Form**.


Deadline: None.

Purpose: Your insights on what worked well and what could be improved are invaluable for refining off-campus activity planning and support.

Upholding Our Standards, Wherever We Are

Mount Royal is committed to the highest standards of honesty, integrity, and respect. While regular reporting channels (e.g., your direct supervisor) are the primary path, there is an alternate, anonymous mechanism available if you feel uncomfortable using them.



- What it is:** An independent, third-party reporting service for situations involving perceived professional or financial misconduct (as defined in the Protected Disclosure 'Whistleblower' Policy).
- Who can use it:** Faculty, staff, administrators, students, alumni, and others.
- Why use it:** It ensures your anonymity without fear of reprisal when you are unable to use regular channels.
- How to Access (24/7):**  **Phone (Toll-Free):** 1-800-661-9675
 **Online:** www.mru.confidenceline.net



Important Note: For situations involving an immediate danger to someone's health or safety, call 911 (or local equivalent) and then MRU Security Services (403.440.5900).

Your MRU Support System: Key Contacts & Resources

A clean, organized list of contacts for specific inquiries.



For questions about forms, risk assessment, or insurance:

Risk Management Department

Email: riskmanagement@mtroyal.ca

Curtis Desiatnyk, Manager: 403.440.5574

Valeria Dalidowicz, Analyst: 403.440.6785



For emergency and continuity planning:

Kim Cousineau, Business Continuity and

Emergency Management Advisor

Email: kcousineau@mtroyal.ca

Phone: 403.440.5977



For immediate safety or security concerns (24/7):

MRU Security Services

Phone: 403.440.5900



For technical issues with devices or VPN:

IT Service Desk

Phone: 403.440.6000

Email: itservicedesk@mtroyal.ca



For research security and partner vetting:

**Office of Research, Scholarship and
Community Engagement (ORSCE)**

Contact: Melissa Deane, Director



Preparedness is a Continuous Journey

Off-campus activities are a vital part of the learning and research experience at Mount Royal University. By following these guidelines, you not only ensure your own safety but also contribute to a culture of preparedness that benefits the entire community. These resources are designed to empower you to explore, discover, and learn with confidence.

Plan well. Travel safely. Return enriched.