

Emergency Protocol Sheet for Recruiters on the Road

Those of us who spend a lot of time on the road in other countries are in fact **road warriors**. We are **savvy travelers** and always hope for the best. However, there are times for which we should plan for the worst if there ever be the circumstance that something unforeseen should happen. Using a **travel team email box in your district** or school allows the team to know you are safe by identifying when you start your day and end it. It also helps your home team to narrow down your exact whereabouts prior to an incident and serves to help them react quickly to resolve the problem.

The Travel Team should involve the following persons in your district:

1. Secretary Treasurer

- a. The secretary treasurer is an important person to have on the team as they have the ability to transfer funds, illicit legal support, and authorize payment for family travel overseas. It is good to have the ST contact the family.

2. Superintendent of Schools or assistant superintendent

- a. The superintendent can work with provincial and federal support and mobilize and coordinate the district team.

3. Secretary

- a. Coordinates the information to be shared with the rest of the IP staff and keeps the family members informed of the happenings. Sometimes it is really difficult to contact a family member and not fall apart on the phone but for some people this step may not be as suggested here.

4. Travel Agent

- a. The travel agent is notified by AC if a flight or hotel booking is missed and this can spark the chain reaction to locate the missing, injured, or AWOL individual. Also, the travel agent may know when a medical claim is initiated overseas.

5. Closest Family Relative

- a. Family needs to be informed of the proceedings as they are helpless to do much else and this causes a great deal of stress on everyone.

Important things to remember:

1. Recognize that the ST should do everything possible to support the district ambassador in an emergent situation.
2. Each day, log in to the team email in the morning and state briefly the agenda for the day. E.g. Off to the embassy fair.
3. At the end of the day, log back in and send a simple email that states something like, "had a successful day at the fair – back at the hotel."
4. Before departing for travel, register with the government of Canada as follows:
 - a. <http://www.travel.gc.ca/>
 - b. Phone: 613-944-6788 or toll free from the US or Canada 1-800-267-6788

My Personal Information

Name _____

Date of Birth _____

Passport Number _____

Care Card Number _____

Travel Medical Insurance Number _____

Medical Information

Allergies No Yes Specify _____

Asthma No Yes

Diabetes No Yes

Please list any other health issues we should know about:

Please list all medications you take on a regular basis:

Who to contact in Canada in case of an Emergency:

Name: _____ Relationship: _____

Contact Number – Home: _____ Cell: _____

Email: _____ What's App: _____

Critical Team Members:

Superintendent _____ Phone _____

Assistant Superintendent _____ Phone _____

Director of Communications _____ Phone _____

Secretary Treasurer _____ Phone _____

Travel Agent _____ Phone _____

**Questions for discussion with senior administration if I, as an employee,
am injured/affected while travelling on school business**

1. In the case of an unfortunate event, who takes on the lead role?
2. What happens if I am injured and require hospitalization or PTSD support?
3. Does anyone come over to the foreign country to support me? District or Family?
4. Who covers the cost?
5. Who contacts family members?
6. How often, with whom and when do we stay in contact while on the road?