

DOMESTIC TRAVEL CHECKLIST

Completed by: TT
Date: 6 Nov 18

Options Incorporated recognizes a duty of care within the context of travel risk management related to the Health and Safety Workplace Violence and Harassment Policies. As a result, domestic business travel will include the collection of information, assessment of hazards and threats, education, monitoring of travel related activity, with attention to the specific demographic of business traveller.

The domestic travel checklist is used in conjunction with the risk assessment to minimize some of the risk associated with out-of-country business travel. Global Affairs Canada has created a comprehensive international travel planning guidance titled **Bon Voyage, But... Essential Information for Canadian Travellers** that may be accessed online via the below link. Options Incorporated has adopted this travel guidance as the primary planning document for both domestic and out-of country business travel.

<https://travel.gc.ca/travelling/publications/bon-voyage-but>

Monitor the Global Disaster Alert Coordination System (GDACS) website for the latest information on worldwide disasters via below link:

<http://www.gdacs.org>

Both male and female travellers must review the **Her Own Way – A Woman’s Safe-travel Guide** via the below link:

<https://travel.gc.ca/travelling/publications/her-own-way>

Global Affairs Canada (GAC) provides country-specific insights:

https://www.international.gc.ca/cil-cai/country_insights-apercus_pays/ci-ca.aspx?lang=eng

Canada’s National Terrorism Threat Levels is a tool that government officials, including law enforcement agencies, may use to identify risks and vulnerabilities from threats, and in turn determine what responses may be needed to prevent or mitigate a violent act of terrorism in Canada:

<https://www.canada.ca/en/services/defence/nationalsecurity/terrorism-threat-level.html>

Specific Information

Conduct a route/map reconnaissance (recce) via Google maps of airport, hotel, plant, restaurants, retail, stores etc. Consider the most populated routes to factor flight delays/cancelations and potential late night travel.

Always maintain a full tank of fuel due to unpredictable nature of traffic, weather, road closures, flight delays etc. Top-up the fuel tank often rather than wait.

Prior to departing for the airport, ensure you check-in with the airline online and print your boarding pass when an option. Confirm you have your, health card, driver’s license, credit card, and hardcopies of your itinerary and all applicable confirmation numbers including hotel and rental car.

Ensure mobile devices are fully charged with appropriate chargers, cables, and/or external batteries.

Avoid checking your bags! Pack light to facilitate planeside check-in or overhead storage and quick passage. Travel clothing must be suitable for the plant to account for lost baggage and/or delays. Consider footwear suitable for security screen and sprinting in the terminal. Only use your business card to identify your bags.

Carpool whenever possible. Situational awareness at all times especially when parking. Back into a well lit/high traffic parking spot. Note the airport parking location on your parking stub and keep it with you to facilitate payment upon your return via credit card and submission with your expense form.

Communicate flight delays immediately to “Guelph” to facilitate, situation awareness, re-booking, and potentially advise the client. Be prepared to re-book your flight in the terminal.

Hotel rooms on the second floor and above near high traffic areas including the lobby are preferred - avoid ground level rooms. Neither you nor the front desk clerk should display or vocalize your room number. Avoid mating your room keys with electronic devices. Ensure you utilize the room safe/lock box for personal items. Rooms without safes/lock boxes should request “no service” for the duration of their stay.

If a rental vehicle is required, have a copy of the AMEX rental vehicle insurance policy for quick reference.

ALWAYS have a small amount of cash including coins available for unforecasted miscellaneous expenses.

ALWAYS carry a small personal flashlight and emergency whistle while travelling.