

## **OUT-OF-COUNTRY TRAVEL RISK ASSESSMENT – USA**

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Overall Rating: **LOW**

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, Out-Of-Country 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 travel risk assessment must be complete prior to departure for an initial visit to an out-of-country location to identify extreme/high risk categories and develop mitigation strategies and/or adjust travel/employment plans accordingly. The risk assessment is a living document and may be amended at any time before, during, after the trip to capture the travellers experience.

The following links are provided to assist in the completion of the risk assessment table:

**Foreign Affairs Canada (FAC)** - <https://travel.gc.ca> provides country-specific travel and advisory reports, and information about the services available to Canadian citizens abroad;

**Public Health Agency of Canada – Travel Health** - <https://www.canada.ca/en/public-health/services/travel-health.html> health advice for travellers including health hazard advisories and recommendations;

**Centre for Intercultural Learning** - [http://www.international.gc.ca/cil-cai/country\\_insights-apercus\\_pays/countryinsights-apercuspays.aspx?lang=eng](http://www.international.gc.ca/cil-cai/country_insights-apercus_pays/countryinsights-apercuspays.aspx?lang=eng) provides insights and cultural facts from a Canadian perspective;

**CIA World Factbook** - <https://www.cia.gov/library/publications/the-world-factbook/> provides detailed information on geography, people, government, economy, communications, transportation, military and transnational issues;

**Center for Disease Control (CDC)** - <http://www.cdc.gov/travel/> provides geographic health recommendations and a graphical travel map;

**World Health Organization (WHO)** - <http://www.who.int/> ;

**The International Air Transport Association (IATA)** - <http://www.iata.org/Pages/default.aspx> provides information regarding air travel standards and regulations, including publications, customer focus guides, and other surveys; &

**Global Disaster Alert and Coordination System** - <http://www.gdacs.org> is a co-operative framework between the United Nations, the European Commission and disaster managers worldwide to improve alerts, information exchange and coordination in the first phase after major sudden-onset disasters.

Category	Associated Problems	Probability: Low, Medium, High, Extreme	Potential Measures to Mitigate Risk	Travel Procedure
<b>Crime</b>	street crime, local scams, theft, hotel room security	<b>Medium</b>	<ul style="list-style-type: none"> <li>- Do not share your hotel information/room card with co-workers or strangers</li> <li>- Consider traveling in pairs (safety in numbers)</li> </ul>	Review Department of Foreign Affairs and International Trade Travel Report: USA  <a href="https://travel.gc.ca/destinations/united-states">https://travel.gc.ca/destinations/united-states</a>
<b>Terrorism</b>	bombings, security alerts, terror attacks	<b>High</b>	<ul style="list-style-type: none"> <li>- Be aware of surroundings in high traffic areas (i.e. airports, subways, train stations) and report any abnormal behavior and/or suspicious activity.</li> <li>- Do not leave your baggage unattended while traveling.</li> <li>- Be aware and very familiar with US Threat Condition designations and security measures including security screening procedures.</li> </ul>	The US Transportation Security Administration: Guidelines for Travellers  <a href="https://www.tsa.gov/travel">https://www.tsa.gov/travel</a>
<b>Conflict</b>	localized tensions or fighting that could result in outbreak of hostilities	<b>Low</b>	<ul style="list-style-type: none"> <li>- Be aware of any company (specific to the contract you are supporting in the designated travel area) policies for reporting any type of conflicts including tension and/or arguments</li> </ul>	Subscribe to Department of Foreign Affairs and International Trade daily e-mail Travel Updates.  <a href="https://travel.gc.ca/stay-connected/subscribe">https://travel.gc.ca/stay-connected/subscribe</a>
<b>Political</b>	civil unrest, strikes, riots, political demonstrations, upcoming elections or	<b>Medium</b>	<ul style="list-style-type: none"> <li>- Watch and be aware of local news events in the designated</li> </ul>	See Travel Checklist.

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		significant events		travel area - Avoid political “hot-spot” areas - Consider delaying or postponing travel if political conditions are unstable that may result in strikes or riots	
<b>Kidnap</b>		abduction/kidnapping	<b>Low</b>	- Do not communicate and/or accept any form of transportation with strangers - Traveling in pairs (safety in numbers) - Always inform someone of your whereabouts/location if traveling alone	See Travel Checklist.
<b>Infrastructure</b>	<b>Transportation</b>	airport collection, local driving standards, rental vehicle policies, hazardous terrain, roadworthiness, safety belts	<b>Low</b>	- When travelling ensure proper safety precautions are taken (i.e. wear seat belts in all vehicles) - Ensure you are familiar with safety protocol/exits for airplanes, subways, and trains - Ensure awareness and follow vehicle rental company policies and insurance provider procedures (i.e. what to do when the check engine light	See Travel Checklist.

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				activates, who can be a passenger, and/or specific insurance coverage)	
	<b>Medical Capabilities</b>	hospital proximity and standards, methods of payment for treatment, access to local doctor	<b>Medium</b>	<ul style="list-style-type: none"> <li>- Ensure you travel with basic medical necessities (i.e. advil, common cold/flu medication, and any required prescription medication)</li> <li>- Be aware of the local hospital/doctors in the designated travel area if treatment is required</li> <li>- Ensure proper travel insurance is in place prior to traveling and travel with all required contacts/numbers</li> <li>- Ensure that a emergency contact is provided before departing to the designated travel area</li> </ul>	See Travel Checklist.
	<b>Contaminated Food</b>	allergies, Hepatitis A, dysentery/diarrhea, severe stomach upset	<b>Low</b>	- Consideration to ensure all vaccinations are up-to-date prior to departing to the designated travel location	See Travel Checklist.
	<b>Contaminated Water and Drinking Water</b>	dysentery/diarrhea, legionella, leptospirosis, polio, cholera, typhoid	<b>Low</b>	- Consideration to ensure all vaccinations are up-to-date prior to departing to the	See Travel Checklist.

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				designated travel location  - Follow and adhere to all posted signs as to whether or not the water is drinkable in the travel area	
	<b>Utilities</b>	compatibility of equipment, voltage, safety standards, power cuts	<b>Low</b>	- Ensure that proper voltage converters are utilized for the designated travel area (i.e. for laptops, cell phones etc.)	See Travel Checklist.
<b>Natural Risks</b>	<b>Climatic Conditions</b>	extreme heat or cold, high humidity, monsoon/storms, altitude	<b>Medium - High</b>	- Ensure that proper clothing is packed for the designated travel area to adhere to the weather conditions.  - Be aware and watch local news events in the designated travel area.  - Be aware of any company evacuation strategies (specific to the contract you are supporting in the designated travel area).	Monitor the <b>Global Disaster Alert and Coordination System</b> (GDACS) website.  <a href="http://www.gdacs.org">http://www.gdacs.org</a>
	<b>Natural Disasters</b>	typhoon, tornado, tsunami, avalanche, earthquake, flood	<b>Medium - High</b>	- Be aware and watch local news events in the designated travel area  - Be aware of any company evacuation strategies (specific	See Travel Checklist.

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				<p>to the contract you are supporting in the designated travel area).</p> <ul style="list-style-type: none"> <li>- Inform "Guelph" immediately if you are taking shelter from storm/tornado and again notify when the "all clear" is received.</li> <li>- Hurricane season extends from June to November in the southeastern states.</li> <li>- Wildfires caused by hot, dry conditions and strong winds during summer months in California and Texas.</li> <li>- Disproportionate high frequency of tornadoes occur in Florida and "Tornado Alley" in the south-central US typically late spring and early fall.</li> </ul>	
	<b>Contact w/Insects</b>	bites/stings, Lyme's disease, malaria, yellow fever	<b>Low</b>	<ul style="list-style-type: none"> <li>- Consideration to ensure all vaccinations are up-to-date prior to departing to the designated travel location</li> <li>- Travel with appropriate protection (i.e. bug repellent) for the designated travel area.</li> </ul>	See Travel Checklist.

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	<b>Contact w/Animals</b>	allergies, asthma, bird flu, bites, dermatitis, rabies, stings	<b>Low</b>	<ul style="list-style-type: none"> <li>- Consideration to ensure all vaccinations are up-to-date prior to departing to the designated travel location</li> <li>- Be aware of the local hospital/doctors in the designated travel area if treatment is required</li> </ul>	See Travel Checklist.
<b>Cultural Risks</b>	<b>Local Culture</b>	customs, dress, religion, behaviour	<b>Low</b>	<ul style="list-style-type: none"> <li>- Respect the potential cultural differences that may exist in your designated travel area.</li> <li>- Be aware special behavioral restriction and regulation can apply during significant religious times</li> </ul>	Review: <b>Centre for Intercultural Learning</b> website.  <a href="http://www.international.gc.ca/cil-cai/country_insights-apercus_pays/countryinsights-apercus.aspx?lang=eng">http://www.international.gc.ca/cil-cai/country_insights-apercus_pays/countryinsights-apercus.aspx?lang=eng</a>
	<b>Gender</b>	sexual assault, harassment, dress, relationships, roles	<b>Medium</b>	<ul style="list-style-type: none"> <li>- Women must be situationally aware at all times particularly so when alone.</li> <li>- Strong codes of conservative dress and behavior may exist including public displays of affection may cause offence or unmarried couple may not be permitted to share accommodations.</li> </ul>	Review: <b>Her Own Way – A Woman’s Safe-travel Guide.</b>  <a href="https://travel.gc.ca/travelling/publications/her-own-way">https://travel.gc.ca/travelling/publications/her-own-way</a>
	<b>Legal Differences</b>	local codes/guidance, local statute	<b>Low</b>	<ul style="list-style-type: none"> <li>- Canadian citizenship confers no immunity, special protection,</li> </ul>	See Travel Checklist.

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				<p>or rights to preferential treatment.</p> <ul style="list-style-type: none"> <li>- Canadians arrested or detained have the right to contact the responsible Canadian government office (embassy, high commission, etc.). Arresting officials have a responsibility to assist you in doing so. Canadian consular officials can provide a list of local lawyers upon request.</li> <li>- The U.S. zero tolerance policy imposes severe penalties for the possession of even a small amount of an illegal drug.</li> <li>- Prescription drugs and syringes used for legitimate medical purposes come under intense scrutiny. Carrying medicines in their original containers and carrying a duplicate of your original prescription, listing both the generic and trade names of the drug, is recommended. Never carry a package or luggage for someone else unless you have been able to verify the contents completely.</li> </ul>	



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<b>Hazardous Activities</b>	<b>Social Activities</b>	Skiing, white water rafting, bungee jumping, diving etc.	<b>Low</b>	- Plan your extra-curricular activities according to your physical fitness level	See Travel Checklist.
	<b>Hazardous substances/chemicals</b>	available antidotes, transport requirements, spillage	<b>Low</b>	- Ensure you are familiar with any company policies for dealing with hazardous chemicals/spills (specific to the contract you are providing support for)	See Travel Checklist.
	<b>Field Work/Research</b>	permits to work, safe systems, tides/water conditions, medical back-up, remoteness of work site	<b>Low</b>	- If traveling to remote work areas ensure that all required safety precautions are reviewed prior to departure  - Ensure you are familiar with any company policies for field work/research (specific to the contract)	See Travel Checklist.
<b>Other</b>					