



University of the Fraser Valley
Security & Emergency Management (SEM)

Guidelines for Storing International Travel Information on the SEM Drive

Purpose/Background

The purpose of the Standard Operating Procedure (SOP) is to ensure the storage of international travel information is managed in a systematic way and the data retains its integrity.

Scope

The information that will be stored on the Emergency Management P Drive will house final documents pertaining specifically to international travel related to UFV (work studies, field studies and internship).

Responsibility

The Security and Emergency Management branch will be responsible for creating and updating the SOP. Each department will be responsible for designating a staff member to place the data in the drive in accordance with the SOP.

Procedures

1. A designate from the appropriate College, Faculty, or Department below will be responsible for imputing all information related to International travel into the EM drive when all documents are final (in the form of a PDF):
 - a. College of Arts
 - b. Faculty of Science
 - c. Faculty of Health Science
 - d. Faculty of Applied and Technology Studies
 - e. Faculty of Professional Studies
 - f. UFV International
 - g. Faculty of Access and Continuing Education
 - h. Research, Engagement and Graduate Studies.

Security and Emergency Management staff will perform regular audits and if documents are not in the form of a PDF they will be deleted from the database.

2. Access to the database will be provided on an as need basis. Those who have annual trips will stay on the database, those that have trips that are not reoccurring will be removed from the database once the trip has concluded. Other members will be removed if they leave the department or leave the employment of the university. It is up to the appropriate College, Faculty, or Department to inform Emergency Management that access needs to be granted and/or terminated.
3. When entering a trip into the database, folders will be available in the following order:
 - A. Year
 - B. College/Faculty, Department Example: College of Arts
 - C. Country and [Type of Travel Internship/Work Study / Field Study]. The type of Travel will need to be inserted. Example: Peru Study Tour or Kenyan Internship
4. Once the folder has been created, the following sub folders must be used within the Country and Type of Travel folder to maintain the integrity of the database:
 - A. Proposal and Approval Form
 - a. Finance
 - b. OReg
 - c. Partner or Internship Agreements (group or individual if applicable)
 - B. Itinerary
 - a. Accommodation (group or individual)
 - b. Transportation
 - i. Flight (group or individual)
 - ii. Group cancellation policy
 - iii. Ground transportation (group or individual)
 - C. Participant Information
 - a. Participant list with student number or
 - b. Internship/Study Tour application form (if applicable)
 - D. Emergency
 - a. Critical contact list
 - b. Student information forms
 - c. Passport & medical insurance copies
 - E. Risk Assessment
 - F. Waivers and Freedom of Consent

5. Once the information is put in the form of a PDF the information will be considered final, no changes should be made to the document for record keeping purposes.

If you need to make additional folders not pre-defined please assign them to the most relevant category keeping any information needed for emergencies under the emergency folder.

6. Each College/Faculty/Department designate will enter the general information in the access database as well.
7. This database for the ***Guidelines for Storing International Travel Information on the SEM Drive*** will not house any information in regards to employee professional development involving international travel; that information will be stored and managed by Human Resources.