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| |  | | --- | |  | | **INFORMATION & CHECKLIST FOR in and out of state TRAVEL** |
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|  | **When students are on a SWOCC sponsored field trip/excursion, the Trip Leader is responsible for the students 24-hours a day, 7-days a week--from the moment they connect with them at the rendezvous point until their travel officially ends. The staff member is their contact point and leader setting the tone, goals & expectations for both the experience & the student's behavior.**  **Please familiarize yourself with the various items contained in this checklist to ensure your field trip/excursion is successful for all participants.** |
|  | **ADA Accommodations** |
|  | Do you know what to do if a student asks for an ADA accommodation in order to participate or while traveling? Contact the Director of Accessible Education for assistance with accommodation questions. |
|  | **Provide Information to Students** |
|  | **Cash/Credit Cards:** Encourage each participant to have a plan to keep their ID, cash and credit cards safe. Be sure they have enough resources and are prepared to pay emergency medical/dental or other costs upfront at time of service. Encourage them to not carry large amounts of cash on your person. Determine the best method/s for payment of goods or services for your by reviewing the pros and cons or each, [**https://www.tripsavvy.com/should-i-take-cash-debit-or-credit-card-2972945**](https://www.tripsavvy.com/should-i-take-cash-debit-or-credit-card-2972945)  **Crime:** Students should understand that they share responsibility for their own safety and security while traveling. Instruct students to travel in groups if sightseeing, and being alert to their surroundings. |
|  | **In case of Emergency** |
|  | Take all emergency, 24-hour phone and email numbers you might need, including campus emergency contacts and cell phone numbers. Encourage students to take the phone numbers and email addresses of family and/or emergency contacts.  **Communication Plan:** In case of emergency: make a plan with students so they know what to do if they are stranded, lost or separated from the group, get sick, become injured, etc.  **Evacuation Plan:** For College sponsored events, make sure you familiarize yourself with the evacuation routes for each location you are traveling to and have a plan just in case. |
|  | **Insurance information for students** |
|  | Inform each student that the college does not provide insurance of any type for them. Advise them to be prepared to pay emergency room or hospital costs upfront, in case of emergency. Suggest they consider purchasing additional short-term private medical insurance while they travel. |
|  | **Health** |
|  | If you, or any of the students you are traveling with, have a specific health condition (such as diabetes or asthma), a special need, or if they are allergic to any medication make sure you are aware of this. Be prepared and advise the students to be prepared by taking any extra medication or doctor's notes they may need. Have students complete a "Liability Waiver" form with emergency medical information and contacts.  Find out about mental health resources in the area in which you are traveling. Are there mental health providers near your destination site? Would a hospital or medical facility in the area be able to provide temporary support to a student in crisis?  Be sure to provide information regarding what type of weather and temperatures to expect on the trip and how to prepare for a variety of conditions. Provide information on the difficulties associated with air travel, fatigue caused by travel, sanitation issues (what to expect of restroom facilities or etc.), food handling, water quality, illness and disease alerts, availability of prescription meds, availability of health care providers, etc. >> [**http://wwwnc.cdc.gov/travel**](http://wwwnc.cdc.gov/travel) (lots of helpful information) or [**https://safearound.com/americas/united-states-of-america/**](https://safearound.com/americas/united-states-of-america/) |
|  | **Trip Leader's File** |
|  | **To be kept secure and easily accessible**: Include the complete itinerary, schedule dates, all parties’ full names, copy of airline or other tickets (if any), emergency contact numbers, any special and/or medical/health information or needs associated with each student(s) (such as diabetes, etc.). Take a copy with you and leave a complete copy of this information with your department supervisor or other appropriate department personnel that would be available to access the information in case of emergency. |
|  | **Inform Students (BOTH ORALLY AND IN WRITING):** |
|  | Inform students that they are responsible to follow all college policies and rules as indicated in the SWOCC [Student Handbook](https://mylakerlink.socc.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=7dd6916f-e57b-4273-9abc-ebbf1b20b850) and located on the Administrative Services site in [Administrative Procedures](https://mylakerlink.socc.edu/ICS/Administrative_Services/Administrative_Procedures.jnz). It is the Trip Leader’s responsibility is to maintain awareness of any situation in which drugs, alcohol or harassment might be taking place and to clearly communicate with the students that as representatives of SWOCC such behavior is not tolerated. Monitor their behavior and take appropriate action to intervene and inform students that appropriate consequences will ensue once they return to SWOCC (or that you are required to call law enforcement if they are using illegal drugs, or etc). **Carefully document any such events to help protect everyone involved**. Have students sign a "Conduct Agreement" form. |
|  | **Minor Students** |
|  | If the student is a minor, you MUST have written permission from the parent/guardian for student to participate in the activity/trip. Parent must sign the liability waiver form. |
|  | **Liability Waiver** |
|  | Must be customized to situation and location(s) going to. All students must sign a liability waiver form. Original, fully signed waiver must be given to the office of administrative services prior to departure. |