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|  | **When students are on a SWOCC sponsored field trip/excursion internationally, 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.  International trips are open to all students who meet the academic prerequisites and financial obligations. SWOCC cannot guarantee that all trips to other countries will be accessible to every person with a disability. If you have a disability that may have an impact on your ability to fully participate in a trip, you must contact the Accessible Education Office to discuss your needs (541-888-1578 or go to Dellwood Hall-7A). Advanced planning is critical. Physical accommodations and/or access to some venues will vary or may be non-existent in other countries. In addition, the nature of your disability may present accommodation barriers that could prevent you from participating in a particular trip. You can find more information on this topic at: Disability Travel and Recreation Resources: [**http://www.makoa.org/travel.htm**](http://www.makoa.org/travel.htm)  There are also various organizations that may be able to help you in your efforts. Check--Mobility International USA (MIUSA), visit [**www.miusa.org**](www.miusa.org)or email clearinghouse@miusa.org. | |
|  | **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. Never travel or go out alone, be much more careful at night, understand local verbal and non-verbal communication and be alert to your surroundings.  Check out any travel alerts and warnings for the particular county at [**https://travel.state.gov/content/travel/en/international-travel.html**](https://travel.state.gov/content/travel/en/international-travel.html). Type in the country or area of destination and click "go". This site provides information about safety, visa requirements, local laws, health care available, travel in the country, embassy contact information, etc. | |
|  | **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. make an emergency response plan from the information found at: [**https://travel.state.gov/content/passports/en/emergencies/crisis-support.html**](https://travel.state.gov/content/passports/en/emergencies/crisis-support.html). Give each student a copy along with emergency instructions telling them what to do if they get lost, hurt, sick or separated from the group.  Register with the State Department--so the State Department can better assist you in an emergency. You can register your travel plans with them through a free online service at [**https://step.state.gov/step/**](https://step.state.gov/step/).  This will enable the State to contact you if there is a family emergency in the U.S., or if there is a crisis in the area you are traveling.  In accordance with the Privacy Act, information on your welfare and whereabouts will not be released to others without your express authorization. Carry a small first aid kit with you. | |
|  | **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** | |
|  | Are there specific immunizations or other medical awareness you will need to travel to your destination? Check the US Government travel website at [**https://travel.state.gov/content/travel/en.html**](https://travel.state.gov/content/travel/en.html)  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 confidential (FERPA), secure and easily accessible**: Include the complete itinerary, schedule dates, all parties’ full names and SWOCC ID numbers, 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 the administrative services prior to departure. Shred your copy of the personal information in this file at the end of the trip--**BE SURE to retain all documentation of issues or problems**. | |
|  | **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). Instructor'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. Although alcohol may be legal at a younger age abroad, its use and abuse is many times tied to being a victim of crime, violence, accident or injury. Drug use abroad can result in severe consequences and plan on being treated as guilty until proven innocent outside of the U.S.  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. | |
|  | **Passport Status** | |
| Ensure each member of the party has a current passport, that it is signed, and the emergency information on it is filled in. Passports usually have to be good for at least 6 months before expiration in order to be used for travel abroad. However, the website at[**https://travel.state.gov/content/travel/en.html**](https://travel.state.gov/content/travel/en.html) gives the specific time period for the country of travel. Know what to do if a passport is lost or stolen (contact the closest embassy). Ensure you have a photocopy of each student's passport in your master file. | |
| **Travel Warnings and Information** | |
| **>>** Check [**https://travel.state.gov/content/travel/en.html**](https://travel.state.gov/content/travel/en.html) to ensure there are no unsafe political or other activities taking place in the location you are planning to travel to. Warnings are updated regularly on this website. This website can help you know what you can and can't bring through customs.  >> Advise students to register their travel with the U.S. Department of State at [**https://step.state.gov/step/**](https://step.state.gov/step/) **>>** Part of this website can help you become familiar with the local conditions and laws of the country you will be visiting. **Remember, while visiting a foreign country, you are subject to its laws**.  **>>** SAFETI On-Line from the Center for Global Education: [**www.globaled.us/safeti**](www.globaled.us/safeti) provides much safety and awareness information. | |
| **US Consulate or Embassy** | |
| Know how to contact the local Embassy and where they are located. Register, and encourage students to register, with the embassy when traveling and staying abroad. **You can register online at** [**https://step.state.gov/step/**](https://step.state.gov/step/). Remind students of help the Embassy can provide if needed. They are available 24/7 to provide assistance in an emergency. In case of emergency, you can call 1-888-407-4747 if you are calling during business hours from the U.S. or Canada, if calling after hours the number is 1-202-647-5225, from overseas call +1-202-501-4444. Normal operating hours are 8 a.m. to 8 p.m. Eastern Time, Monday through Friday, except Federal holidays. | |
| **Websites** | |
| These websites have important safety and security information, please take time to check them for the areas you are traveling to as well as for general travel information. [**https://travel.state.gov/content/travel/en.html**](https://travel.state.gov/content/travel/en.html)[**http://www.iiepassport.org**](http://www.iiepassport.org) **This is a very good site for students in study abroad programs.** [**http://www.studentsabroad.com**](http://www.studentsabroad.com) **This is an extremely good site for student & travel information.** | |