

Faculty Safety Protocol for January International Travel Courses

The purpose of this protocol is to improve safety for faculty/staff who are involved in credit-bearing Gustavus international travel courses and other international travel activities that fall under the Division of Academic Affairs.

1. In-Country Providers. Faculty/Staff leaders are required to use a provider approved by the College. Exceptions must be approved by the Interim Term Office (Associate Dean) and International Education Office. (A provider is defined as an organization that provides travel services and can assist in the event of an emergency and/or evacuation.)
2. Emergency Contact.
 - a. Leaders must provide the Office of International Education with contact number(s) for on-site organizations that will know the daily itinerary and location of the Gustavus group (i.e., institutions, hotels, and travel agencies).
 - b. Leaders are required to submit a communication plan and are required to carry a cell-phone. The Office of International Education can provide assistance selecting the best phone for the destination. Leaders are expected to check daily for incoming messages.
 - c. For travel led by a single faculty/staff leader (without a co-leader or assistant) the leader must designate at least one student who is able to serve as a temporary emergency contact in case the faculty/staff leader is incapacitated. The designated student should receive instructions prior to the trip about how to contact the in-country provider and the College.
 - d. **It is the responsibility of leaders to report all serious events that affect the health and safety of the leader(s) and students within 24 hours or as soon as reasonably possible.** These include, but are not limited to, natural disasters, outbreaks of violence/crime (theft, assault, rape, harassment, arrest, etc.). Please see the Crisis Management Plan for full details.
 - e. Deviations from the course itinerary that affect the college's ability to contact the class should be reported to the Office of International Education.
3. Pre-departure Meeting. Pre-departure meetings between the faculty/staff leader and the Office of International Education are mandatory. In the event that the faculty/staff leader is unable to attend the pre-departure meeting, the Office of International Education will schedule an alternative meeting.
4. Failure to Comply. As a leader, I agree to abide by the policies defined here regarding safe travel. I understand that failure to do so may, pending review, prevent me from offering and/or participating in any international travel courses at Gustavus subsequently.

Signature _____ Date _____

Course Title _____