

Faculty Safety Protocol for January Domestic Travel Courses

The purpose of this protocol is to improve safety for faculty who are involved in credit-bearing Gustavus domestic January travel courses.

1. Intent to Travel. Faculty and staff leaders are required to notify and work with the Interim Term Office (Associate Dean) for all credit-bearing domestic travel during January. Faculty leaders are expected to signify this intent with the Associate Dean prior to submitting a course for approval by the Curriculum Committee.
2. Emergency Contact.
 - a. Faculty leaders must provide the Interim Term Office with a detailed itinerary including the location of the Gustavus group on a daily basis. The faculty will provide contact phone numbers and the names of individuals or on-site organizations that may assist in the event of an emergency. The Interim Office will be provided with the trip itinerary, trip participants, medical information for all participants, and emergency contact information for all participants. The Interim Office will provide this information to the Dean of Students Office, which is on-call 24 hours/day.
 - b. Faculty leaders are required to submit a communication plan and are required to carry a cell-phone. Faculty 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. The designated student should receive instructions prior to the trip and know how to contact the College. The designated student should also have completed the Gustavus van driver training session.
 - d. **It is the responsibility of faculty 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 Interim Office.
3. Pre-departure Meeting. Pre-departure meetings between the faculty/staff leader and the Interim Term Office are mandatory. In the event that the faculty/staff leader is unable to attend the pre-departure meeting, the Interim Term Office will schedule an alternative meeting.
4. Failure to Comply. As a faculty leader, I agree to abide by the policies defined here regarding safe travel. I understand that failure to do so may prevent me from offering and/or participating in any travel courses at Gustavus subsequently.

Signature _____ Date_____

Course Title _____