

COLLEGE OF EDUCATION

Academic Field Trips / Group Travel with Students (*Pre-Travel Checklist*)

To be completed by the Field Trip Director:

- Risk Management has reviewed all contracts, agreements, applications, or similar documents required for this field trip.
- Assistant Treasurer has signed all such contracts.
- A University employee is accompanying and in charge of the group.
- The Academic Field Trip **TRAVELER CONTACT form** has been completed **and** copies given to:
 - o Dept Head or designee,
 - o program staff support or other on-campus contact person
 - o (*A copy must accompany Field Trip Director on trip*)
- Each participant has completed an MOU and a Code of Conduct.
(*Required for Overnight and International Travel*)
- A contact person has been identified who remains on campus (or in the local area), that may be contacted in the event of an emergency AND this person has been given the Traveler's emergency contact information.
- Means of Emergency Communication is available to the group at all times.
- Appropriate transportation been arranged for safe travel.
(*Personal vehicles must not be used to transport students to the field trip location.*)
- I have printed out the Emergency Protocol and will personally carry it with me during the trip.

Questions? Contact Risk Management or College of Education Financial Office.

Emergency Protocol (complete all 3 steps)

In the event of an emergency (injury, accident) while traveling, contact:

- 1) 911 for emergency medical assistance

then report emergency to

- 2) University Police 814-863-1111

After you have contacted University Police,

- 3) Contact *one* of the following College personnel to advise them of the situation:

- On Campus Contact Person(s) – as noted on the CHECKLIST and TRAVELER CONTACT form
- Gerald Henry – College Safety Officer 814-865-2523 (office) or 814-404-6039 (cell)
- Jacqueline Edmondson 814-865-2524 (office) or 814-360-6071 (cell)