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 (Dean) and Center for International and Cultural Education. (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 Center for International and Cultural Education with a daily itinerary. If leaders utilize an on-site provider, the CICE must be given their contact number(s) and the providers must be familiar with 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 to carry a cell-phone. The Center for International and Cultural Education will provide cell phones and leaders are expected to check daily for incoming messages.
   c. All international travel courses must be led by a faculty leader and a back-up person approved by the Center for International and Cultural Education (if there is no co-instructor). The back-up person may be an individual who works for an on-site provider.
   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 Center for International and Cultural Education.

3. **Pre-departure Meeting.** Pre-departure meetings between the faculty/staff leader and the Center for International and Cultural Education are mandatory. In the event that the faculty/staff leader is unable to attend the pre-departure meeting, the CICE 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 ___________________________