

# TRAVEL REMINDERS AND RESOURCES FOR STUDENTS

## Emergency Information for Student Organization-Sponsored Trips

Gustavus has developed a management plan for aiding groups in need of assistance while away from campus on student organization-sponsored trips. **Contact the Dean of Students at one of the phone numbers below in any of the following situations:**

- Serious illness, injury or death.
- Emotional or psychological stress that appears to require removal from the situation or professional attention.
- Member of group is victim of a crime—*theft, assault, rape, harassment, etc.* or is accused of committing a crime.
- Natural disaster at the location the group is at or traveling to.
- A situation in-country arises that causes serious concern, i.e., a political uprising.

While it is likely that you and others in your group will be upset/emotional during an emergency, it is critical that you follow the instructions provided by the Dean on Call (*available 24/7 by calling 507-933-8888 and asking to speak to the Dean on Call*)

Responsibilities for the Trip Leader:

- Contact the appropriate local authorities (police, medical personnel, US Embassy) to begin the local action necessary to handle the emergency.
- Remove the group participants from danger.
- Contact the Dean of Students 507-933-7526; or 507-933-8888 if outside the hours of 8am-5pm
- Gather other participants and inform them of the emergency (if appropriate).
- Write down and save all pertinent names and information to refer to or pass on later.

### **24/7 EMERGENCY PHONE NUMBERS**

Campus Safety	(507) 933-8888
Dean On-Call After Hours	(507) 933-8888

### **CAMPUS RESOURCE CONTACTS (8 a.m. – 4:45 p.m.)**

Dean of Students Office	(507) 933-7526
Health Service	(507) 933-7630
Counseling Center	(507) 933-7027
Title IX/Sexual Misconduct Coordinator	(507) 933-6360
Chaplain's Office	(507) 933-7446

(continued on next page)

## Suggestions for Student Organization-Sponsored Trip Leaders

### Prior to the Trip:

- Distribute the travel itinerary to all participants and encourage them to send copies to parents/guardians
- Discuss behavioral expectations for all group participants.
- Review safety precautions for the trip and talk as a group about safety prevention.
- Collect emergency contact information from each participant and complete other trip information forms. File all materials electronically.

### Prior to the Trip (continued):

- Maintain emergency information for each participant, for the duration of the trip that is accessible to trip leaders.
- Gather local (trip destination) resources for emergency use (hospital, police, etc.).
- Talk as a group about the goals of the trip and encourage individuals to invest in getting the most out of the experience.

### During the Trip:

- If traveling in multiple vehicles, set designated meeting places in case you are separated. Have a set of travel directions in each vehicle. Don't assume that you will be able to stay together in a caravan—this can be especially tricky in heavy traffic.
- Use a buddy system (especially in large groups) to make sure all are present.
- If the group splits, up, make sure everyone knows the meeting place and time.
- Upon arrival at your destination, pick up or download a city map to help orient the group to the area (Chamber of Commerce offices or Visitor Centers are generally helpful).
- Make it a practice for all group members to inform someone of their plans before leaving the group.
- Acquaint all group participants with agreed upon safety parameters.
- Have check-ins at specific times to assure that everyone is present.
- Have a backup plan in place and make sure everyone knows what it is.
- Notify appropriate people (Dean of Students Office, advisor, parents) if your schedule changes. This includes early returns, delayed departures, etc.

### After the Trip:

- Notify your advisor that you have returned to campus.
- Share with the larger community how this trip benefited your group and what you learned or gained from the experience.
- Sponsor a session for group participants to reflect and debrief (contact the Campus Activities Office if you'd like assistance).