



TRAVEL PROTOCOL
Office of Student Activities
Salve Regina University

Are you traveling off campus? All participants of any Salve affiliated off-campus trip must complete a Travel Release Form. Please instruct all participants to utilize your event title when filling out the form. This enables us to view all student attending the same event. To access the Travel Release Form go to: Seahawk Connection Homepage > Campus Links > Travel Release Form

Off-Campus Trip Emergency and Communication Protocol

Trip Organizer(s): Please follow the policies and procedures below for all off-campus trips. This protocol is required to ensure the safety of those travelling on trips, as well as to maintain communication between Safety & Security, trip organizer(s), and administration in the event of an emergency or when communication is necessary.

Procedure:

Prior to Departure

- At least 24 hours prior to trip departure, trip organizer(s) must call students travelling on trip to confirm their attendance, and to give final details about departure location and time.
- Confirm that all attendees have completed their travel release forms and that the students' emergency contact information is complete. To obtain the information filled out on the Travel Release Form please contact the Office of Student Activities at (401) 341-2915. They will send you this information. If the form is incomplete, ensure that the student provides the missing information prior to departure.
- A copy of the information obtained from the online Travel Release Form must be sent to Security prior to departure.
- On the day of the trip, organizer will arrive at departure location 15 minutes before departure to sign in each student. **NOTE:** All students must be I.D.'d before boarding the bus. If the Salve I.D. does not match the sign up list, that student may not attend the trip, no exceptions.
- When boarding bus for departure, provide all students the trip organizer(s) phone numbers, for emergency and communication purposes.

Upon Arrival

- Stand up and announce the trip organizer(s) phone numbers once more. Ask all students to contact you in the event of an emergency (after notifying emergency services, etc.)
- Clearly announce a meeting time and location for departure back to the university.

- Trip organizer(s) should keep emergency contact information and attendance list throughout the trip duration.

NOTE: Be sure to take attendance each time you reconvene, and upon boarding for return to the university. Do not rely on a head count.

Emergency

- In the event of emergency, students should first contact emergency services (local officials).
- If possible, trip attendees should contact the trip organizer(s) as well.
- Trip organizer(s) should keep phone in an accessible, audible state throughout trip.
- Trip organizer(s) should proceed to contact university administration (advisor, etc.). Advisor will contact safety and security and the on-call administrator as needed.
- If needed, the emergency contact of the trip attendee will be contacted by the on-call administrator.
- Trip organizer(s) and administrator/advisor will fill out an incident report upon return to the university.