

## Summary

This document provides safety and emergency guidelines for Salt Lake Community College students, faculty, and staff who participate in Student travel. The plan offers step-by-step details on how to respond to a situation, but situations rarely go as planned. Each protocol below will identify who to call and what actions to take.



# Safety & Emergency Response Procedures for Student Travel

Updated July 2023

# **ABOUT THIS MANUAL**

## **PURPOSE**

This document provides safety and emergency guidelines for Salt Lake Community College (SLCC) students, faculty, and staff who participate in Student travel affiliated with the Thayne Center for Student Life, Leadership, and Community Engagement. Each club advisor and any other advisors accompanying a trip will also become familiar with this document and carry a printed or digital version on them throughout the duration of the experience. Additionally, it is the responsibility of the Coordinator for Student Clubs, Assistant Director for Student Leadership, and Director of the Thayne Center to all be familiar with the processes in this document.

## **EMERGENCY/CRISIS RESPONSE PLAN FOR THAYNE CENTER TRAVEL**

Safety for SLCC faculty, staff, and students is a priority, and adequate planning and preparation are required to keep people safe. Despite all precautions, unforeseen risks do occur. While this plan is comprehensive, it is also expected to be flexible and pragmatic. The plan offers step-by-step details on how to respond to a situation, but situations rarely go as planned. As the first responders on the ground at the incident, club advisors, and any SLCC faculty or staff traveling with the group need to use good judgment, provide timely notification, and communicate effectively with appropriate parties.

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# WHO TO CALL

## EMERGENCY RESPONSE TEAM

In many emergency situations the **club advisor** will need to notify Thayne Center and SLCC staff. Each protocol below will identify who to call and what actions to take. If parents or family members need to be contacted, someone from Public Safety or the Thayne Center will handle that responsibility.

**Coordinator for Student Clubs:** Interim Timothy Davis 801-957-4689

**Assistant Director for Student Leadership:** Lola Moli 801-957-4700

**Thayne Center Director:** Timothy Davis 801-957-4689

**Associate Vice President of Public Safety:** Shane Crabtree 801-957-4571

**Manager, Emergency Response:** John Flynt 801-957-4963

**Risk Management:** 801-957-4533

**Dean of Students:** Candida Mumford 801-957-5027

**Online Misconduct Reporting Forms:** <https://www.slcc.edu/deanofstudents/forms.aspx>

**SLCC Dispatch:** 801-957-3800

# BEING PREPARED

## BEFORE YOU GO

- The club advisor will communicate to participants and the Coordinator for Student Clubs about all activities that take place during travel—whether as part of the learning or free time—by providing printed and digital itineraries in the Finalized Travel Itinerary form on Campus Groups
- The club advisor will provide a contact list of all participants traveling, and contact information for any staff or faculty member accompanying the group. Participants should enter the numbers for the club advisor into their phones prior to the trip.
- Club advisors and students traveling should determine a method of communication while on the travel (cell phones, Microsoft Teams, etc.)
- Club advisors and any SLCC faculty or staff traveling with the group should have the participants' contact information in their phones as well as printed and on their person at all times during the experience.
- In the case that something should happen to the club advisor, the club president should follow the protocols in this document. If the club president is unavailable, a student in club leadership should follow the protocols in this document.
- Club advisors, students traveling, and all participants must submit the travel waiver, which collects web-based emergency contact information that the Emergency Response Team can quickly reference in case of emergency.

## **UPON ARRIVAL AT DESTINATION**

- The club advisor will hold a meeting at the lodging, or at your first shared meal, to discuss a plan in case an emergency or crisis occurs.
- During this meeting, the club advisor will also review expectations during the trip and the itinerary again to account for any place in which group separation may occur.
- In case of an emergency, the primary meeting spot should be your hotel or accommodation. If participants are spread out during various aspects of the experience, the club advisor should designate a spot that everyone can easily access.

## **COMMUNICATING WITH FAMILY, FRIENDS, OR THE MEDIA**

- Communications with student family members and emergency contact will be determined by the Emergency Response Team and Coordinator for Student Clubs.
- The club advisor should talk to the group about this individual's right to privacy and responding to the media back home.
- Group participants are not required to respond to reporters. If reporters approach the group, they should be directed to the club advisor. The club advisor may decline by saying: "I am sorry. I am not prepared to speak to reporters at this time. I would rather wait until I have all the information. [Please know that my priority is the safety and well-being of each of our students.]" You are strongly encouraged not to say, "no comment," as it seems evasive and as if you are hiding something. **The SLCC public relations department will perform all official communications on behalf of the College. Please call 801-957-5099.**

# EMERGENCY RESPONSE PROCEDURES

## GENERAL PROTOCOL

In the event of any situation, **club advisors** are expected to follow the steps within each relevant section. If unsure of how to proceed, club advisors may contact the Coordinator for Student Clubs at any time. If the club advisor is unable to reach the Coordinator for Student Clubs, please call the Assistant Director for Student Leadership or the Director of the Thayne Center. For all procedures, Thayne Center staff are responsible for contacting other college personnel and determine if/when emergency contacts should be notified of an issue.

## Alcohol and/or Drug Use/Abuse

Participants taking prescription medication should have a bottle with their name on it. Participants should also carry a physical prescription if possible. Participants are prohibited from consuming alcohol during college sponsored trips.

- In the event you learn that a student is consuming alcohol or drugs the site leader or club advisor should:
  1. Notify the Coordinator for Student Clubs. They will determine if/when emergency contacts should be notified.
  2. Submit a student misconduct report:  
[https://cm.maxient.com/reportingform.php?SaltLakeCC&layout\\_id=40](https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=40)
- If the participant's consumption of drugs or alcohol results in harm to themselves, harm to another person, property damage, or fighting, the site leader or club advisor should:
  1. Contact the police.
  2. Contact the Coordinator for Student Clubs for guidance on how to proceed. (see: Student Discipline for more information)
  3. Submit a student misconduct report:  
[https://cm.maxient.com/reportingform.php?SaltLakeCC&layout\\_id=40](https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=40)

## Arrest/Criminal Charges

If an alleged crime occurs and a participant, club member, or club advisor is arrested:

1. The club advisor(s) should gather all available information of the arrest: name, date, time, and place of arrest, charges, incident summary, witnesses, where they are being held, how to contact them, legal rights, and the amount of any fine or bail money required.
2. The club advisor should contact the Coordinator for Student Clubs, who will reach out to the SLCC Office of Public Safety. They will determine when emergency contacts should be notified.
3. If possible, the club advisor should accompany the participant to the jail or holding area and have the club president or a student in club leadership stay with the rest of the group.

## Assault - Physical or Sexual Assault

- If a program participant is the perpetrator of an assault and has been arrested, see the **Arrest** instructions. If they have not been arrested, the club advisor should contact the Coordinator for Student Clubs for guidance.
- If a program participant has been the victim of an assault by someone, the club advisor should:

1. Gather and report all details related to the incident.
2. In cases of violent, non-sexual assault, call local authorities to report.
3. In cases of sexual assault, clarify with the victim the degree to which they want to involve the local authorities. If permission is given, contact the local authorities for emergency assistance (hospital, police).
4. If the participant wants them to, the advisor should accompany them to the hospital and the club president or a member of club leadership should stay with the group unless other arrangements are made.
5. Contact the Coordinator for Student Clubs. They will determine if/when emergency contacts should be notified.
6. Submit a misconduct report:
  - a. For sexual assault:  
[https://cm.maxient.com/reportingform.php?SaltLakeCC&layout\\_id=114](https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=114)
  - b. For violent, non-sexual assault:  
[https://cm.maxient.com/reportingform.php?SaltLakeCC&layout\\_id=40](https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=40)

### **Death or Serious Injury/Illness of a Student or Faculty/Staff Member**

In the event of a death or serious injury/illness, the club advisor should:

1. Contact the local authorities for emergency assistance (hospital, fire, police), especially if this is a result of a crime.
2. Gather all available information of the situation: name, date, time, and place of incident, summary, witnesses, where the body is being held (if applicable) and contact information for relevant local authorities or hospitals.
3. Contact the Coordinator for Student Clubs.
4. In incidents resulting in a participant's death, the club advisor should accompany the body and the club president or member of club leadership should stay with the group unless other arrangements are made.
5. Submit an incident report:  
<http://sasbot.slcc.edu/webforms/riskmanagement/incidentreport/incidentform.asp>
6. **Do NOT contact the individual's family.** This will be done by someone from the SLCC Office of Public Safety or Emergency Response Team. If there has been a death, it is important that nobody communicates with the family of the deceased until they have been officially notified by the College.
7. Talk to the group about this individual's right to privacy and responding to the media back home.

### **Family Emergency Back in Utah**

There may be a situation that occurs in Utah that may interrupt an individual's participation in the program. Club advisors may learn about this situation via the media, local sources, or friends and family from back home.

1. Notify the Coordinator for Student Clubs if a participant has a family emergency.
2. If necessary, the Coordinator for Student Clubs will work with the club advisor and the participant to arrange plans for return travel.

### Lost Travel Documents/Money/Flight

- If someone on the trip loses their ticket or ID:
  1. First look in your email for the itinerary and ticket information provided by Concur.
  2. If you cannot find the information, please contact Concur.
  3. In the case of a lost ticket, an airline counter will be able to reprint the ticket.
- If a participant will miss their return flight home the club advisor should work with the participant to ensure they can access their documents and the club advisor should stay behind with the participant.
  - Contact the Coordinator for Student Clubs to strategize rebooking and discuss the schedule change. Thayne Center staff will notify Emergency Response Team members as needed.

### Lost Participant

If a participant cannot be located, but the club advisor has not reached the conclusion that participant may have disappeared or been kidnapped, the club advisor should do the following:

1. Continue to try to contact the participant via cell phone.
2. Gather all available information of the situation: name, date, time, place, incident summary, witnesses, etc.
3. Contact the local authorities for assistance.
4. Visit the places that the participant was last seen, last session attended, last person visited, last purchase, etc.
5. Contact the Coordinator for Student Clubs
  - a. **Do NOT contact the participant's family.** This will be done by someone from the Thayne Center or Emergency Response Team.

### Major Incident: Epidemic Outbreak, Hostage Situation, Kidnapping, Natural Disaster, Political or Civil Unrest, Terrorism

In some situations, the club advisors or participants may experience or learn about a major incident from the media or from people back home:

1. Gather as much information as you can about the situation. Contact the Coordinator for Student Clubs. They will determine if/when emergency contacts should be notified.
2. Be sure to keep participants at home base (ideally at the lodging location) and away from any possible danger. Do not move seriously injured persons unless they are in immediate danger of further injury.
3. Call the authorities and try to keep the students calm. As appropriate, follow the instructions on the **Student Illness/Injury** page.
4. As appropriate, take photos of the damage for insurance claims if possible.
5. Submit an incident report:  
<http://sasbot.slcc.edu/webforms/riskmanagement/incidentreport/incidentform.asp>
6. Thayne Center staff and Emergency Response Team will provide official notification to emergency contacts if needed. Keep in mind, family members may reach out to participants wanting to know the safety and health status of the group and if they will be able to return to Utah immediately or as scheduled.

## Medical Evacuation

If a participant is seriously ill or suffers a serious injury and must be evacuated, the club advisor will:

1. Gather all available information of the situation: name, date, time, and place of incident, summary, witnesses, where the individual is being held, and contact information.
2. Contact the Coordinator for Student Clubs. They will determine if/when emergency contacts should be notified.
3. Contact the local authorities for emergency assistance (hospital, fire, police).
4. Submit an incident report:  
<http://sasbot.slcc.edu/webforms/riskmanagement/incidentreport/incidentform.asp>
5. If the club advisor requires a medical evacuation, the club president or member of club leadership should remain with the group unless other arrangements are made.

## Minor Student/Faculty/Staff Illness or Injury

1. Depending on the injury, for example, for small cuts and scrapes, the club advisor may choose to manage the injury using the first aid kit provided.
2. If necessary, the club advisor should contact the local authorities for emergency assistance (hospital, fire, police).
3. Ensure that the participant receives necessary medical care or hospitalization. The club advisor should accompany the participant, and the club president or member of club leadership should stay with the group unless other arrangements are made.
4. Contact the Coordinator for Student Clubs if anyone on the trip seeks medical attention and document it via an email to the Coordinator for Student Clubs.
5. Submit an incident report:  
<http://sasbot.slcc.edu/webforms/riskmanagement/incidentreport/incidentform.asp>
6. Be sure to document the situation if the ill traveler refuses medical attention.

## Road Accidents

- It is extremely important that any SLCC participant who is driving a vehicle has completed the driving authorization from the college and that only those who have completed authorization drive rental vehicles.
- All program participants must wear seatbelts when they are available.
- Even with the necessary precautions taken, traffic accidents have the potential to be a cause of injury. If the group or an individual is part of a road accident, the site leader or club advisor should:
  1. Contact the local authorities for emergency assistance (hospital, fire, police) as needed.
  2. Ensure that the necessary medical care is given to participants or hospitalization is provided. See the **Minor Student Injury** and **Death/Serious Injury** instructions.
  3. Try to get students to a safe place until alternative transportation arrangements have been made.
  4. Gather all available information of the situation: date, time, and place of incident, summary, witnesses, and contact information (license, insurance,



license plate) of any other individuals/vehicles impacted, contact information if the vehicle has been towed to another location.

5. Contact the Coordinator for Student Clubs who will assist with contacting appropriate rental car companies and/or make alternative transportation arrangements as needed.
  - a. Provide the Coordinator with details of any injury or costs associated with the accident.
6. In consultation with the Coordinator for Student Clubs, follow the rental car company's protocol for any road accidents.
7. As appropriate, take photos of the damage for insurance claims if possible.
8. Submit an incident report:  
<http://sasbot.slcc.edu/webforms/riskmanagement/incidentreport/incidentform.asp>

### **Student Discipline & Sending Participants Home**

- When traveling, the [SLCC Student Code of Conduct](#) still applies.
- When a participant violates the SLCC Code of Conduct the site leader and/or club advisor should:
  1. Contact the Coordinator for Student Clubs.
    - Thayne Center staff will determine next steps if immediate intervention is needed and may consult with other Emergency Response Team members.
    - Thayne Center staff and Emergency Response Team members are responsible for determining and coordinating logistics in the event a participant must return home early.
    - Thayne Center staff will make appropriate recommendations to the Dean of Students to initiate disciplinary protocol.
  2. Submit a student misconduct form:  
[https://cm.maxient.com/reportingform.php?SaltLakeCC&layout\\_id=40](https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=40)
  3. As instructed by Thayne Center staff, provide assistance with next steps, immediate intervention, or coordinate the participant's early departure.
  4. If a student is returned home, the advisor should talk to the group about the participant no longer being part of the program and respecting this participant's right to privacy. Spend time processing this event.

### **Theft**

If a program participant has been the victim of theft, site leaders and/or club advisors should:

1. Contact the local authorities for assistance and file an official report. Keep a copy of the report filed. In some instances, authorities may provide an incident report number that can be referenced later.
2. Contact the Coordinator for Student Clubs to report the incident. Send a copy of the police report (if possible or submit after trip), as well as a list the participant makes with the items and values of each item.
3. Submit an incident report:  
<http://sasbot.slcc.edu/webforms/riskmanagement/incidentreport/incidentform.asp>

### **Travel Delays/Interruptions**

Unforeseen situations may hinder the group from getting to their next destination or returning to Utah on time. In this situation, site leaders and/or club advisors should:

1. Contact the Coordinator for Student Clubs to notify them of any minor or major delays or interruptions to travel, including flights and ground travel. The Coordinator for Student Clubs will determine if/when emergency contacts should be notified.
2. If necessary, the Coordinator for Student Clubs will contact airlines to inquire about alternative travel arrangements and costs.
3. If any additional costs accrue, contact the Coordinator for Student Clubs for Purchasing Card information.