

International Studies
Program Director
Safety, Health & Legal Checklist

Pre-Trip

- ◆ Investigate passport, immigration, work permit, visas and tax withholding issues for yourself and any assistants.
- ◆ Secured housing that is considered safe structurally and location wise.
- ◆ Obtain health insurance brochures and personal property brochures for distribution to students and/or parents.
- ◆ Ensure bus companies and tour operators for field trips and residence hall/apartment owners/operators are properly insured.
- ◆ Have all contracts/agreements reviewed by General Counsel.
- ◆ Review proposed field trips with Risk Management & Safety that might present unusual or increased risk, ie: bungee jumping, rock climbing, wilderness trips, white water rafting, etc.
- ◆ Consider taking CPR and First Aid Classes.
- ◆ Prepare a wallet size card with emergency phone numbers, U. S. Embassy phone number and Program Director's home and/or cell phone number.
- ◆ Have each student complete an emergency contact information sheet, which is to be maintained by the Program Director when on-site and during field trips.