

GENERAL TRAVEL RISK MANAGEMENT PLAN

This plan has been designed to offer SDSM&T student organizations a guide to follow when planning, organizing, and implementing programs or other activities that involve travel requirements (i.e., conferences, competitions, retreats, etc.)

The intent is to provide information and procedures to each individual organization, which will enable them to conduct all off campus University functions in a safe manner and reduce the possibility of disputes or claims in the event that someone is injured.

Leaders of all organizations should be trained on risk management and emergency procedures and may require specific certifications.

PREPARING FOR THE TRIP:

1. List of emergency contact names and numbers of all people traveling. This list is to be given to at least three administrators (program advisor, faculty advisor, department chair, or other administrator familiar with the program). This list should also contain departure and arrival times, the destination, and a general itinerary.
2. Signed liability waivers. Although a signed consent form may not necessarily under all circumstances relieve one from any liability, it does constitute an acknowledgement by the person signing of known risks.
3. Obtain knowledge of any possible pre-existing medical conditions.
4. The group should have a list of at least three administrators' home and office phone numbers in order to contact them in an emergency situation.
5. The vehicle to be used should pass a comprehensive safety inspection that should be conducted by a qualified mechanic. In addition, the people driving the vehicle should also conduct a visual inspection to detect any obvious problems such as a flat tire.

EQUIPMENT AND OTHER NECESSITIES

1. Alternate routes or plans to accommodate any unforeseen circumstances.
2. Good, detailed map of the entire area to be traveled, including any possible alternate routes.
3. First aid kit, flares, flashlights, extra oil, gas can, etc.
4. Cellular phone and instructions on how to use it.
5. Have the phone number and location of area hospitals.



GENERAL TRAVEL RISK MANAGEMENT PLAN

BEFORE THE TRIP CHECK LIST

Trip:

Date:

Semester Before

- Develop a budget and submit to advisor for approval.
- Make reservations with hotels, car rental companies, outfitter's, vendors, campgrounds, etc.
- Submit necessary travel paperwork, such as permission for out-of-state travel, pre-payment of registration fees, cash advance request, etc. Make a copy for your trip folder.
- Create trip info sheets and take a copy to advisor.

Week Before Trip

- Review itinerary and call participants or other organization members to remind them about pre-trip meeting.
- Fill out trip General Risk Management Plan form.
- Hold pre-trip meeting to gather any needed information from participants (i.e., insurance policy #) and inform, answer, provide details: alcohol and drug policy, itinerary, dietary needs, risk involved, etc.
- Inventory first aid kit.
- Confirm reservations with hotels, outfitters, vendors, campgrounds, etc.
- Confirm reservations transportation.

The Day Before the Trip

- Check road, weather, and activity area conditions for trip.
- Pick up vehicle.
- Load van or trailer: equipment, food, first aid kits, maps, alternate routes, red cones, and red flares.
- Prepare an emergency contact list of participants for advisor to hold during trip. Note the date of return and the trip leaders name on it as well.

Day of Trip Before Departure

- Participant role call. Make sure you have everyone's information.
- Put trip folder containing participant information, gas credit card and directions in van.
- Double-check maps, alternate routes and cellular phone, if available.

Post Trip

- Record mileage of van before and after trip.
- Unload & clean out van/trailer.
- Return vehicle/keys and receipts.

GENERAL TRAVEL RISK MANAGEMENT PLAN

RISK MANAGEMENT QUESTIONNAIRE

Each student organization should develop their own risk management plan. Below is a sample risk management questionnaire that you can adapt to meet your needs.

Directions: Respond to each question that follows in legible and easily understood language.

- What is the advertised title of the trip your organization is taking?
- What activity or activities are planned? (i.e., conference, outing, museum)
- What is the physical exertion level of the activity? (i.e., beginning, intermediate, advanced)
- What are your dates and times of the trip?
- What are your objectives and goals of each major activity during the trip? (i.e., hike to the top of Harney Peak, discuss the surrounding environment and how each one of us feels about it, and return safely to the campus before sunset.)
- What is the overall character of the area you have chosen to go to and are there any special hazards? (i.e., wild animals, forest fires, access to alcohol, etc.)
- What are weather and climate conditions in the area you have chosen to go to? (i.e., rainy season, dry conditions in forests, excessive heat)
- What are the routes, hotels, and campsites you will be using and have you considered escape routes, secondary routes, and alternative campsites? (Note: a clearly marked map and a back up are a must.)
- When using shelters, buildings, or equipment to conduct part of the trip (i.e., a pre-trip meeting) have you considered emergency procedures?
- What is the mode of transportation? (i.e., State Vehicle, personal vehicles, commercial airlines, other rental vehicles)
- What are the distances to be traveled, (there should be at least two drivers for every 500 miles to be driven), is the driver competent, and will the vehicle have a safety check?
- What are the maximum and minimum number of participants who will be allowed to go on the trip?
- What are the skill levels required of the participants? (i.e., do they need prior experiences)
- What are your current certifications and experience related to the activity? (i.e., CPR/First Aid)
- What are the types and amount of equipment you will bring on your trip?
- What are the lists of clothing and equipment required of participants and yourself?
- What are the dates, times, and agendas of pre-trip meetings?

GENERAL TRAVEL RISK MANAGEMENT PLAN

- What are your procedures for group control when on the move? (i.e., using a “drop system,” one leader in front and one in the back at all times, a “buddy system”)
- What are your procedures for group control at the lodging? (i.e., checking in with each participant about their welfare, playing group games, a “buddy system”)
- What are your predicted starting and ending times of every major activity or event?
- What are your policies and procedures concerning emergency situations? (i.e., carrying insurance and emergency contact numbers for participants, carrying cell phone)

FIRST AID PRACTICES

A basic First Aid Kit should always be on hand during any student trip. Participants’ health statement forms, a book on first aid, and patient assessment forms should be kept with the First Aid Kit. Certification in Red Cross Standard First Aid and CPR by at least one member of the group is highly recommended.

First Aid Kit Contents

The checklist is intended to suggest minimum quantities for the items listed.

Trauma and Dressing (Dry) Instruments

- | | |
|---------------------------------------|---------------------|
| __20 bandages (assorted sizes) | __1 pencil |
| __5 Telfa pads (adhesive) | __1 pad |
| __8 3"x3" sterile gauze pads | __1 plastic whistle |
| __5 butterfly bandages (steri-strips) | __1 pr scissors |
| __1 roll “king” | __1 tweezers |
| __1 triangular bandage (cravat) | __5pr rubber gloves |
| __1 roll adhesive tape | |

Trauma and Dressing (Wet)

- __10 green soap towelettes
- __10 betadine solution pads

Poison by Insects

- __1 Adolph’s meat tenderizer (unseasoned)
- __1 tube, Neosporin