

RISK MANAGEMENT

ALERT

Sure Schools



SCHOOL RISK MANAGEMENT ADVISORY
Utica National Insurance Loss Control Department Bulletin

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Topic: Student Security While On Field Trips

BACKGROUND: The following excerpts are taken from guidance documents (*Tips for American Students Abroad: Travel Tips for Students, Tips for Students and Travel Safety Information for Students*) posted on the United States Department of State web site. To access the full text of these documents go to: www.travel.state.gov and select the text link Tips for American Students Abroad.

Although most field trips are trouble free, being prepared will go a long way to avoiding the possibility of serious trouble. Listed below are a few key travel safety tips for foreign and domestic travel.

Travel Abroad: Before departing, take the time to do some research about the people and their culture, and any problems that the country is experiencing that may affect your travel plans. Avoid risky behavior and plan ahead. Remember, while in a foreign country, you are subject to its laws. All chaperones and group leaders should be aware of emergency procedures and communications.

Travel Safety Tips:

- Encourage students to learn as much as possible about the countries in which they plan to travel.
- Become familiar with the basic laws and customs of the country you plan to visit before you travel.
- Check the U.S. Department of State web site and select Consular Information Sheets, Travel Warnings, Public Announcements, Travel Health Information from CDC, and Worldwide Caution for information on specific countries and any specific travel warnings or health alerts.
- Find out the location of the nearest U.S. embassy and consulate to where you are traveling/staying.
- Make sure you have a signed, valid passport and visas, if required.
- Students and trip chaperones/leaders should fill in the emergency information page of their passport.
- All trip attendees should make copies of their passport's data page and any visas. A copy should be kept on file with the school and for students, a copy should be kept at home with parents in the event that a passport is lost or stolen.
- Do not leave your luggage unattended in public areas.
- Never accept packages from strangers.
- Avoid demonstrations or civil disturbances and other situations that may become unruly or where anti-American sentiments may be expressed.
- Do not become a target for thieves by wearing conspicuous clothing and expensive jewelry and do not carry excessive amounts of cash or unnecessary credit cards.
- Make sure you have insurance that will cover your emergency medical needs (including medical evacuation) while you are overseas. Every year, hundreds of students become ill or suffer injuries overseas. It is essential that students have medical insurance and medical evacuation insurance that would cover a medical emergency abroad.
- Visit the Centers for Disease Control and Prevention's web site at www.cdc.gov to learn of any illness/outbreaks of concern for the country to which you plan to travel.



Domestic Travel:

Many of the same common sense travel safety tips also apply for domestic travel.

- Keep a roster/attendance sheet for all those students traveling on each particular field trip. Emergency contact information should be included on the roster sheet.
- Check with state and local law enforcement officials for the city and state where travel is planned regarding any large demonstrations or civil unrest in the area, particularly in large metro areas.
- Avoid any large demonstrations or disturbances that may get out of hand.
- Check with venue Security to verify what measures are in place to ensure student safety.
- Visit the U.S. Department of Homeland Security web site at **www.ready.gov**.
- Visit any state specific homeland security web sites. They may be accessed directly from the U.S. Dept. of Homeland Security web site in addition to any direct state links.