

UC Davis Policy and Procedure Manual

Chapter 370 Risk Management

Section 05, Student Off-Campus Events, Programs, and Travel

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Responsible Department: Risk Management

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I. Purpose

This policy provides safety guidelines for student off-campus travel and activities (except those related to medical residents), both domestic and foreign, that include field trips, fieldwork, research expeditions, travel, and education abroad. It also provides procedures in response to a catastrophic injury, death, or major property loss.

II. Definitions

A. Activities and programs

1. Mandatory (academically related activities)--required activities in direct relation to the student's course grade or credit received, and where University employees, acting within course and scope of their employment, directly supervise the activity. Both criteria must be present to qualify as a mandatory activity.
2. Elective or voluntary--includes all other classes and formalized activities that are not otherwise included by definition in 1, above. Examples include graduate study research expeditions or travel, field trips that are not required as part of the course grade, University Extension, Summer Programs Abroad, International Programs, Outdoor Adventures classes, conferences, conventions, programs, and recreational events (does not apply to spectators or audiences).

B. Catastrophic incident--an incident of immense proportions that has severe consequences, often with loss of life or a large proportion of the organization's assets at stake.

C. Event leader--dependent upon the event or program, may be a faculty member, a designated staff member, a principal investigator (PI), an undergraduate or graduate student who leads and coordinates a research expedition or other activity in furtherance of his or her academic studies or on behalf of the University. The event leader shall assume primary responsibility for the coordination of efforts in support of these policies and procedures.

D. Off-campus event--activity or travel that takes place beyond University locations, facilities, or geographic boundaries. The event or program must be related to the University's core mission of teaching, research, and public service. This definition excludes commutes between UC facilities or locations that relate to the student's academic endeavors. Examples of off-campus elective or mandatory activities include, but are not limited to:

1. Field trips that are scheduled, sponsored, and supervised by the University.
2. Off-campus recreational activities or programs including, for example, Intercollegiate Athletics, Sports Clubs, Outdoor Adventures.
3. International programs abroad, summer programs abroad, career internship programs.
4. Research trips and expeditions taken by graduate students in furtherance of postgraduate studies with the usual and customary guidance of an academic advisor. The graduate student, as an event leader, may at times enlist the assistance of members of the public or other students.
5. Research trips and expeditions led by UCD that may include employees, members of the public, visiting scholars, or students.

- E. Emergency situation--a situation for which assistance and guidance are needed by the event leader from the campus in order to prevent a catastrophe and maintain the well-being and safety of those traveling. Examples would be a change in political conditions during foreign travel resulting in the need to evacuate, or an injury or illness requiring medical evacuation.
- F. Off-campus travel--travel to an off-campus site that may involve or require the use of one or more forms of transportation, whether commercial or private, including but not limited to motor vehicles, trains, buses, boats, or planes.
- G. Participant--any individual having an educational, professional, or business relationship with the University that is consistent with the University's mission (e.g., visiting scholar, student, employee, or member of the general public) and is participating in the event or travel. The event leader, following applicable policy and procedure, must authorize such participation.

III. Policy

- A. Teaching, research, and public service represent the core mission of the University of California. In support of that mission, it is expected that faculty, staff, and students engage in educational experiences that include travel and field research extending beyond the University's geographical boundaries.
- B. It is the policy of UCD to encourage such activities as may be appropriate to its character and to exercise reasonable care, as defined by law, in the implementation of these activities.

IV. Guidelines for Event Planning

- A. The participant shall:
 - 1. For an elective voluntary activity, agree in writing to the provisions contained in the appropriate Waiver and Release (available at <http://rms.ucdavis.edu/waivers.cfm>) to participate in the activity. Exception: A waiver is not required for UC employees acting within the course and scope of employment.
 - 2. Exercise reasonable care for his or her personal safety during the event, program, and travel.
 - 3. Observe appropriate standards of conduct as otherwise provided by UCD or UC policy (see References, VII, below).
- B. The event leader shall:
 - 1. Exercise reasonable care in event planning and in leading the event.
 - 2. Review the Travel and Event Planning Guidelines for Event Leaders at <http://rms.ucdavis.edu>. These guidelines are discretionary and as such may contain items that are necessary or useful for some travel or event planning, but not others.
 - 3. Exercise reasonable care for personal safety during the event, program, and travel.
 - 4. Familiarize him or herself with this policy prior to departure.
 - 5. Observe appropriate standards of conduct as otherwise provided by UCD or UC policy.
 - 6. Provide signed waiver forms to the department for retention for at least 3 years after the date of the return trip or completion of the program. If minors are participants, a parent or guardian must sign the form, and the forms are maintained for 2 years beyond the minor's 18th birthday. The waivers may be stored electronically, without keeping the hard copy.

V. Procedures for Reporting an Incident

In order to manage catastrophic incidents or emergency situations, ensure timely and accurate flow of information, and support departments experiencing the effects thereof, a campus communication

process is established. It will, ideally, be accomplished in the following order, although circumstances may not allow strict adherence.

- A. The event leader, or participant, shall notify as soon as practicable the appropriate home campus department of the occurrence of a catastrophic incident or emergency situation.
- B. The department representative will then contact the applicable dean or vice chancellor's office, who will then notify the Chancellor. Note: If the incident is categorized as an "emergency situation" as distinguished from a "catastrophic incident," the Chancellor or designated representative shall determine whether the next steps are appropriate given the particular situation.
- C. The Chancellor, or designee, shall notify the campus News Service and the Vice Chancellor--Administration, making further strategic plans and arrangements for dissemination of information, as deemed appropriate.
- D. The Vice Chancellor--Administration shall convene an appropriate Risk Management Response Team. Unless otherwise determined by the Vice Chancellor, the Director of Risk Management Services will provide leadership to the team.
 1. The charge of the team is to coordinate immediately and closely with the affected department, college, or school and provide support and management of all activities in response to the emergency or catastrophe on behalf of the campus. The Vice Chancellor will be responsible for reporting to the Chancellor on the work of the team.
 2. Dependent upon the loss in question, the composition of the team may be comprised of one or more of the following departments. Some may be deleted and others added, as the circumstances dictate.

Academic and Staff Assistance Program (staff/faculty issues)*

Campus Counsel*

Counseling Center (student issues)*

Cowell Student Health Center

Dean's (or vice chancellor's) office of affected program*

Department representative(s)*

Employee Health Services

Environmental Health & Safety

Fire Department

Human Resources and/or the appropriate academic or staff personnel office representative

News Service*

Office of Administration*

Police Department

Risk Management Services*

Workers' Compensation

*Core team

3. The News Service will identify appropriate administrators to serve as spokespersons to the public and the media. As a public institution, UCD is obliged to provide timely

information to the public that helps the general public understand the nature, value, and purpose of the event or program, as well as an accurate and factual summary of the catastrophe. Procedures for responding to media requests and management are provided in Sections 290-08 and 310-40.

VI. Further Information and Contacts

All telephone numbers are in the 530 area code.

Academic and Staff Assistance Program, 752-ASAP (752-2727)

Business Contracts, 752-2426

Counseling Center, 752-0871

Cowell Student Health Center, 752-2300

Disability Resource Center, 752-3184

Employee Health Services, 752-2330

Environmental Health & Safety, 752-1493

Human Resources, 752-0530

News Service, 752-1930

Office of Research, 752-2075

Purchasing, 757-8711

Risk Management Services, 752-0797

Student Judicial Affairs, 752-1128

Workers' Compensation, 752-7243

VII. References

A. UC Business & Finance Bulletins (<http://www.ucop.edu/ucophome/policies/bfb/>):

1. BUS-28, Property Self-Insurance Program.
2. BUS-63, Insurance Requirements/Certificates of Insurance.
3. BUS-69, Vehicle Physical Damage Self-Insurance Program.
4. BUS-73, Workers' Compensation Self-Insurance Program.
5. BUS-75, General and Automobile Liability Self-Insurance Program.

B. UCD Policy & Procedure Manual (<http://manuals.ucdavis.edu>):

1. Section 270-05, Exhibit A, Standards of Conduct.
2. Section 290-05, Campus Emergency Policy.
3. Section 290-08, Terrorist Acts Targeting Research.
4. Section 290-15, Safety Management Program.
5. Section 290-80, Diving Safety Program.
6. Section 300-10, Travel Policies and Regulations.
7. Section 310-40, Public Information and Media Relations.
8. Section 350-85, Loss of or Damage to University Property.
9. Section 370-10, Student Off-Campus Trip Insurance.

10. Section 370-20, Workers' Compensation.
11. Section 370-25, Vehicle Insurance.
12. Section 370-30, Property Insurance.

C. Related Websites:

See the Risk Management Services Website at <http://rms.ucdavis.edu> for links to valuable travel safety resources.