

OFFICE OF COMPLIANCE SERVICES
UVM.EDU/POLICIES

POLICY

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Policies residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a policy anywhere else including in printed form or embedded on other websites, it may not be the most current. [recognized groups and organizations](#), administrative departments

conducting off-campus domestic t.02 242.1 9 (u)3nir6 Staff, Faculty, and Recognized
beyond campus that incorporate travel, lodging, complex management
hold great importance to the educational mission of the University. Similar
in field-based learning that require additional oversight and collaboration
across the institution. Furthermore, in the event of an emergency, UVM

- i. For academic and research programs, the organizational dean or their designee will serve as emergency contact.
 - ii. For registered SGA student organizations (RSO), fraternities and sororities, the Associate Director of Student Life or their designee will serve as emergency contact.
 - iii. For LCOM Student Groups, the Associate Dean of Students or their designee will serve as emergency contact.
 - iv. For Graduate Senate and postdoctoral groups, the Dean of the Graduate College or their designee will serve as emergency contact.
- 3) All Domestic Travel Involving Students must be registered with the Department of Risk Management at least two weeks before departure. Travel that will be ongoing throughout the semester or academic year (such as fieldwork) may be registered in whole two weeks prior to the commencement of the trip and does not need to be registered prior to each excursion provided that there are no major adjustments. The Trip Organizer or Trip Leader can learn more on [the Risk Management travel website](#) and will notify Risk Management via email risk.management@vm.edu. The information will include
- a. Trip Organizer and Trip Leader, with contact information
 - b. On-campus Emergency Contact
 - c. Beginning and End Dates
 - d. Location
 - e. Number of student participants
 - f. Transportation plan
 - g. Risk management plan
 - i. Identify the primary risks that could be encountered.
 - ii. Comment on the likelihood and consequential severity of the identified risks.
 - iii. Describe the plans and procedures to minimize these risks.
 - h. For ongoing travel:
 - i. Date range trips will take place in
 - ii. Frequency of travel
- 4) All registered Domestic Travel Involving Students will be reviewed by the Department of Risk Management, with consultation by the Domestic Travel Advisory Group (DTAG) as needed. The role of DTAG will primarily be to advise and support such travel, notifying the Trip Organizer of any risk management concerns and necessary steps to proceed forward. If the proposed travel is deemed to be excessively risky or unacceptable, DTAG will notify the Provost's Office and UV Central Administration. In rare cases, the Provost and Senior Vice President or the President will be notified.

to Risk Management and DTAG In all cases, the Emergency Contact should be updated and accurate information.

- 6) For any Domestic Travel involving Students in remote environments including any location where emergency response may be delayed or limited by area resources the Trip Leader must ensure that there is an emergency response plan that includes a reliable communication device (ex: cell phone with service, satellite phone, satellite texting device), a medical kit, and at least one group member with medical training to manage injury and illness in the field, and familiarity with evacuation procedures. If there are concerns about access to any of the above training or equipment, the Trip Organizer/Trip Leader should reach out to the Department of Risk Management prior to the submission deadline for consultation of the design of a risk management plan.
- 7) When applicable, the Trip Organizer or Trip Leader will complete any Incident Reports within 48 hours of an injury, illness, or emotional incident that involves more than basic first aid. Incident report forms are found on the [Risk Management website](#)
- 8) Vehicle Procedure 6mon de7-2 (i)-24 ()-0.1 ()5.4 (r6 (z)6.9 (e)1)JTJ EMCor31.329msron thpith-1.5 (d)3-0.6 (l)0.5 (n

About this Policy

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