

 <b>Prescott College</b>	<b>Policy Number:</b> 625	
	<b>Policy Category:</b> <i>Safety and Health Policies</i>	
	<b>Risk Management for Academic and Co-Curricular Programs Held Off-Campus</b>	
	<b>Policy Summary:</b>  <i>This policy provides risk management guidelines for Academic and Co-curricular programs held off-campus.</i>	
	<b>Approval Date:</b> 03/04/24	<b>Effective Date:</b> <i>Upon approval</i>
<b>Policy Owner:</b>  <i>Vice President, Finance and Administration</i>	<b>Scheduled for Review:</b>  <i>Spring 2027</i>	

### Policy Statement

1. All campus policies, including the Faculty Policies and Procedures Handbook and the Student Conduct Policy, apply to Academic and Co-curricular Programs Held Off Campus. Additional conduct expectations may be added for specific academic programs held off-campus as highlighted in the Field manual or at specific field stations.
2. The “Prescott College Field Manual” is integral to this policy and must be followed at all times.
3. The President and Deans, upon consultation with medical advisors, the field risk manager, state agencies, and/or governing bodies, reserve the right to cancel any activity or to direct substitution of non-routine dangerous activity if mitigation efforts do not reduce the risk to the students. Reasonable safety standards must be met at all times.
4. Academic and Co-curricular Off-Campus Programs and Activities must conform to the following:
  - a. **Itinerary and Emergency Plan:** For each off-campus trip, an itinerary and accompanying emergency plan must be filed with and/or approved by the appropriate academic/co-curricular program and appropriate office(s), including Field Operations and Field Risk Management. The itinerary and emergency plan will include information regarding the trip(s) schedule, contact phone number, emergency contact information for the program instructor(s), relevant course area emergency contacts (e.g., state agencies, Search and Rescue (SAR)), and evacuation options if needed.
    - i. For some field station-based international programs, the off-campus trip may be semester-long and encompass multiple courses. In these special cases, the above comprehensive information will be filed only once for the entire length of the program.
  - b. **Roster of Participants:** A roster must be filed with the appropriate academic/co-curricular program and office(s), including Field Operations and Field Risk Management. The roster will include the program participants' names, contact information, and emergency contact information.

- c. **Safety Briefing:** All Program Participants must be aware of the health and safety requirements, potential hazards, procedures, and arrangements to be followed when participating in an academic program held off-campus.
- d. **Release of Liability:** The “Assumption of Risk and Participant Agreement” must be completed and signed by each Program Participant. The additional “Field Course Release Waiver” must be completed and signed by all Program Participants engaging in field-based activities at the beginning of each field course, field trip, or co-curricular activity and filed with the appropriate academic/co-curricular program and office(s), including Field Operations and Field Risk Management.
  - i. Kino Bay Center participants and staff, who are non-Prescott College students and staff, will sign center-specific releases of liability.
- e. **Field Manual:** Program Instructors must ensure that the protocols for specific field activities are met as defined in the Prescott College Field Manual.
- f. **International Programs:**
  - i. All international academic and co-curricular programming must adhere to the policies and procedures outlined in the “Prescott College Field Manual” and to our on-campus-based policies and procedures.
  - ii. All International academic and co-curricular Programs must carry a copy of the Travel Assistance Policy acquired through the Human Resource Office.
  - iii. Program Instructors will ensure that all documentation, including training, waivers, releases, copies of travel documents (e.g., passports), emergency contact information, and all applicable departmental requirements, are provided to the appropriate Academic Program Leader and/or appropriate administrative office(s), including Field Operations for all international programs before the commencement of the program held off campus.
- g. **Permitting and Access:** All field courses across curricular and co-curricular areas bringing students onto federal or state-managed lands or rivers must meet with the Director of Field Operations before any field trips to discuss permitting issues and procedures for local and regional areas. If you are requesting to use an area the college is not permitted in, you will be asked to provide information sometimes 175 days in advance (agency and area dependent). Do not assume the college has access to the area you would like to visit.
- h. **Alcohol/Other Drugs/Weapons:** Alcohol, other drugs, and weapons are not allowed during an academic program held off campus. In special circumstances, the Program Instructor or Field Station Manager can seek an exception from the alcohol prohibition from the appropriate Dean in conjunction with the Field Risk Manager.
- i. **Student Injury/Hospitalization:** In the event of a student injury that involves hospitalization or emergency/urgent care, the Program Instructor, or college designee, may be responsible for supervising the student until another college official or family member/representative relieves said party from responsibility. This depends on the type of evacuation (e.g., helicopter evacuation from a remote wilderness setting) and extenuating circumstances that may exclude the Program Instructor or college designee from accompanying the student to or staying with the student in the hospital or emergency/urgent care.
- j. **Course and Program Proposal:** As part of Prescott College’s academic course change and proposal protocols, field risk management considerations must be included during the course or program proposal process, or if significant changes are proposed. Field risk management

considerations must also be included in the creation of new co-curricular programs or activities.

**k. Authorized Volunteers:**

- i. Authorized Volunteers must comply with all field risk policies and protocols and the Student Conduct Policy. They must complete the required forms in advance of the Off-Campus Academic or Co-curricular Program.
- ii. Authorized volunteers may be counted as instructors in determining instructor-student ratios for field activities. The Program Instructor will make those determinations in conjunction with the Field Risk Manager and/or Academic Program Leader.

**l. Mentored/Independent Studies, Capstones, and Senior Projects:** In addition to the stipulations described above, the Program Participant in Mentored/Independent Studies, Capstones, and Senior Projects must conform to the following:

- i. Gain approval of technical, remote, and/or international activities when under the umbrella of an organization through the Field Risk Manager before enrolling in the course.
  1. Must provide organization insurance, address, and contact
  2. Must provide written consent that off-campus risk management for this program participant will be provided by the umbrella organization, not Prescott College.
- ii. Provide proof of approval from the Field Risk Manager of technical, remote, and/or international activities under the umbrella of an organization to the responsible faculty member and/or appropriate offices before registering for Mentored/Independent Study, Capstone, or Senior Project.
- iii. Provide the appropriate faculty and office(s), including Field Operations and Field Risk Management, with an itinerary and emergency plan following the stipulations described above before participating in the course.
- iv. Provide the appropriate faculty and office(s), including Field Operations and Field Risk Management, with their contact information and emergency contact information before participation in the course.

## Definitions

*Academic Program Leader:* The person responsible for the administration and coordination of an academic program at Prescott College. May also be referred to as Program Director or Program Chair.

*Authorized Volunteer:* Individuals not affiliated with the College as employees or students, designated by the Program Instructor to provide expert information and/or participate in the activity and travel with the Program Participants.

*Authorized Volunteer Driver:* A person driving a college vehicle (owned or rented) who is not an employee. An Authorized Volunteer Driver must be at least 21 years of age, possess a clean driving record, and participate in required training.

*Field Course:* Occurs in a field setting (e.g., Wilderness, river, climbing area, remote backcountry environment, field station, non-remote outdoor environment) and takes place over one day, several days, or multiple weeks.

*Field Risk Manager:* The person responsible for overseeing field risk management policies, protocols, and response across programs at Prescott College with the support of the Field Risk Committee.

*Field Stations:* Prescott College off-campus entities and facilities, operated by Prescott College employees, which offer off-campus programming and are located both nationally and internationally (e.g., Dopoi Field Station and Kino Bay Field Station).

*International Studies:* Occurs at a location outside of the United States

*Mentored/Independent Studies, Capstones, and Senior Projects:* Individualized courses of study organized under a Prescott College faculty member for an academic purpose related to an approved program or activity of the college.

*Off-Campus Academic and Co-curricular Programs:* An excursion away from the college campus that is organized and/or sponsored by an operating unit of the college or by a faculty member or other authorized employee of the college for an academic or co-curricular purpose that is related to an approved program or activity of the college. This definition does include Mentored/Independent Studies, Capstones, and Senior Projects. This definition does not include students conducting research on their own time, internships, individual student travel to conferences, and individual activities or placements in the context of the teacher education program or international study abroad placements of individuals.

*Off-Campus Program Participants (Program Participants):* Includes Prescott College faculty, staff, teaching assistants, students, student instructors, and Authorized Volunteers participating in the trip. Prescott College faculty, staff, and students not part of the class or program may participate with permission of the Field Risk Manager and/or appropriate Dean, but they do so at their own risk, and they must follow the same guidelines and requirements as other Off-Campus Program Participants and sign the necessary release form(s).

*Program Instructor:* The person responsible for the Off-Campus Academic or Co-Curricular Program who is a faculty/staff member/student instructor qualified to lead the Off-Campus Academic or Co-Curricular Program/Class/Activity based upon education and/or training.

### **Reason for Policy**

This policy creates conditions conducive to the fulfillment of the educational purpose of an academic or co-curricular program held off-campus while mitigating risks to the health, safety, and security associated with any form of travel and/or activity in a field setting.

### **Responsibilities**

For following policy:	The Program Leader and Participants of an academic or co-curricular program held off-campus
For enforcement of policy:	Supervising Dean of Program Leader
For oversight of policy:	Vice President, Finance and Administration

For procedures implementing the policy:	Supervising Dean of Program Leader, Field Risk Manager
For notification:	Policy Librarian

**Procedures**

**Cross Referenced Policies**

Faculty Policies and Procedures Handbook  
Student Conduct Policy  
Prescott College Field Manual

**Revision History**