

POLICIES AND PROCEDURES FOR OFF-CAMPUS EVENTS

POLICY

All university sponsored, off-campus events are an extension of the university's academic program, and therefore are subject to all applicable university policies and procedures as well as federal and state law.

Definition of an Off-Campus Event and Scope of University Responsibility

An off-campus event is an educationally related activity that:

- involves a group of university students,
- takes place outside of university property,
- is sponsored by departments, employees or organizations of the university, and where
- faculty or staff is required to be present in their official capacity, with the duty of care and responsibility for students.

Examples of off-campus events include: academic field trips, campus-based study abroad programs, student club/organization trips to conferences, regional meetings or other formal functions, and co-curricular retreats, such as the Cross Cultural Student Leadership Retreat.

The university is responsible for participants while they are involved in activities that are related to the educational process of the off-campus event. This includes organized travel and the personal comfort activities of participants, such as eating and sleeping. This does not include activities that are strictly personal in nature, such as visiting a friend or relative, or attending or engaging in a social activity, which have no relationship to the educational purpose of the off-campus event.

The policies and procedures specified in this document do not apply to off-campus individual study, events of the Auxiliary Organizations, experience-based learning activities or the informal activities and meetings of university classes, clubs/organizations that take place in the Fresno/Clovis area and do not involve an overnight stay.

Off-campus individual study, or an experience-based learning activity:

- involves a student, as an individual, who
- engages in an academic activity, through her or his own initiative or through a course or graduation requirement, that
- takes place outside of university property.

On individual study, the student assumes full responsibility for travel arrangements and timing. The faculty and university are involved only in the approval of the assignment, evaluation and academic credit. This type of activity may include, but is not limited to:

Individual study abroad, internships, fieldwork, practicum, professional practice, clinical experience, service-learning or community service course components, non-academic community volunteer work by student organizations or community-based financial aid work study positions.

Professional Responsibility of Faculty and Staff Event Leaders

Faculty and staff event leaders are expected to meet the same high standards of professional responsibility in their university-sponsored, off-campus activities as those of their on-campus activities. Students who participate in a university-sponsored, off-campus event must be accompanied by a university faculty or staff member. While on an off-campus event, it is expected that faculty and staff leaders will provide appropriate supervision and guidance to all participants.

Student Responsibility

It is further the policy of California State University, Fresno, that students shall meet the same standards of conduct and responsibilities in their university-sponsored, off-campus activities as those expected of them in their on-campus activities, whether in or out of the classroom. These standards include all applicable federal, state and local laws, and all university policies and procedures. Any damages caused by or as a result of inappropriate or irresponsible behavior on the part of a student, whether or not associated with the off-campus event, will be the responsibility of the student.

PROCEDURES

The following prescribed courses of action apply to circumstances specific to university-sponsored, off-campus events. They are set forth here for the protection of all participants, as well as for the university itself, and to assure the integrity of university programs and activities. The Academic Dean, Department Chair, and administrative and staff leader(s) involved in a university-sponsored off-campus event shall assume primary responsibility for the implementation of these policies and procedures and for informing all participants about their content and intent.

Planning An Off-Campus Event

1. The faculty or staff member should become thoroughly familiar with the procedures incorporated in this document and those in Executive Order 715.
2. Select the area where the class or event is to be held. It is important that the event leader(s) have first hand knowledge or sufficient experience with the geographical area when planning this type of activity. The faculty or staff member should visit or demonstrate sufficient knowledge of the area to the satisfaction of their respective Dean or Vice-President.
2. Follow campus policy and procedure for approval of this course or event offering.
3. Plan well in advance to meet class schedules, deadlines, announcements, etc.
4. Select the days, hours and dates that the class or event is to be offered, arrange for class space or meeting rooms where necessary.
5. Determine the cost of the trip and communicate the information to the respective department or office and to students.
6. If reimbursement for certain costs are anticipated, contact the Accounting Office or information about appropriate procedures.
7. Reserve campsites, lodgings, boats, cabins, etc., as necessary.
8. Arrange travel with travel agency or transportation company unless using university vehicles (Appendix A). Arrange with the campus cashier for collection of fees.

Whether the off-campus event is limited (under 24 hours) or extended (over 24 hours), if the university is not providing transportation, the class or group must convene at the site. Faculty or staff leaders should not be involved in planning or supervising travel in private cars.

If the university is providing transportation by a university bus or van, then the drivers must be university employees or an appointed university volunteer employee. If the university is providing transportation by private charter, event leaders should consult campus policy regarding insurance requirements and signed agreements.

Extended off-campus events involve more complex travel and require additional coordination. While not true for all extended off-campus events, travel is frequently to another part of California, outside the state, or to a foreign country.

9. Assure appropriate insurance policies and procedures have been met.
10. Plan an itinerary that includes all destinations and alternates, in case an emergency prevents entry into the original destination. File a copy of the itinerary with the appropriate department or office.
11. Prepare a detailed day-to-day instructional agenda, including health and safety instructions, for all participants. Faculty or instructors should review all foreseeable hazards with student participants prior to taking the trip. This will facilitate a smooth running trip, as the participants and event leaders will understand the risks and how to handle difficulties they may encounter.
12. Plan and accommodate students with special needs. The campus American Disabilities Act (ADA) Coordinator and the Office of Services for Students with Disabilities (SSD) are valuable resources for information about appropriate accommodations for students with disabilities.
13. Consult with the Office of Environmental Health and Safety. There are resources available to assist in the identification and management of risks and hazards.

Required Notification Forms and Eligible Participants

1. File a University Off-Campus Event Notification Form (University Forms Section) with the appropriate Dean or Vice President, or their designee, at least fifteen (15) working days prior to the scheduled off-campus event. All academic related Off-Campus Events shall be listed in the course syllabus. Any exception must be approved in writing by the appropriate Dean or Vice President, or their designee.
2. Generally, participants in an Off-Campus Event are university employees, registered students or volunteers certified by the Human Resources Department (Job Class 0050). All participants should be listed on the *Off-Campus Event Notification Form*. Individuals who are not university-related may not travel in university vehicles (owned or rented) without the written authorization of the appropriate Dean or Vice President, or their designee. Non-university related individuals traveling in university vehicles should sign a *General Release and Waiver of Liability Form* (University Forms section).

Non-university related individuals may travel in vehicles chartered by the university only if approval is given by the event leader.

3. Complete the *Off-Campus Event Release and Waiver of Liability Form*. Have each participant sign the agreement and file it with the department office at least five (5) working days before departing for the event. A legally enrolled student cannot be refused participation in a class field trip if they refuse to sign the *General Release and Waiver of Liability Form*. If this occurs, read the General Release and Waiver of Liability Form to him/her, and complete it for them, except for their signature. The leader should note on the agreement that the participant chose not to sign the release, that it was read to him/her, and then sign and date the form and file it with the others.
4. Ask each participant to complete the *Off-Campus Event Emergency Information Form* (University Forms section). Take copies of each participant's form in case they are needed during the event. The original forms should be filed in the office of the department or office sponsoring the event. Copies should be given to the University Police Department prior to departure.

Precautionary Procedures

Faculty and staff participating in off-campus activities should be constantly alert to the health and safety of participants, both through advance planning and while traveling. Accidents and illnesses do occur and unforeseen situations may arise.

Required precautionary procedures include the following:

- Notify all participants of the reasonably foreseeable hazards and physical requirements of the event and the appropriate safety practices. Prepare this notification in writing. Have each participant sign the written notification, and attach to the *Off-Campus Event General Release and Waiver of Liability Form*.
- Although it may not be possible for every off-campus event, it is recommended as a general guideline that there be 1 event leader for every 15 students.
- If the group includes both male and female participants, it is strongly recommended that both male and female leaders accompany the group, particularly for events involving an overnight stay. In those instances where it is not possible to provide both male and female leadership, precautions must be taken to ensure that an equitable educational experience is made available to all participants.

- Inquire whether students have any special needs in terms of eating, sleeping, privacy, or disability, and make reasonable accommodations. Ask the student to request the accommodation in writing. Attach the request to the *Off-Campus Event Notification Form* and document the accommodation made.
- The trip leader must be aware of the nearest medical facilities in the areas where travel is planned.
- It is recommended that off-campus event leader(s) be certified in first aid, including CPR. It is required for event leaders who will be taking students on trips to locations that are more remote from emergency medical care. It is strongly recommended that the event leader carry a cell phone on trips to remote sites.

In order to minimize risks, it is expected that each leader will take the appropriate level of care with these guidelines, consistent with their department or office's Injury, Illness and Prevention Plan (IIPP). It is recognized, for example, that some departments may require that individuals with higher levels of emergency medical training, such as an EMT or trainer, accompany a group.

The trip leader must carry a basic first aid kit. Standard first aid kits that contain supplies that would likely be needed for most situations are available at a modest cost from University Health and Psychological Services. Departments and offices should make such kits available on a checkout basis to leaders for off-campus events.

- All participants must attend at least one orientation meeting. In addition to information specific to the department or office sponsoring the event, the following information should be covered:
 - a. Arrangements for any out-of-country visas, immunizations and any other necessary documentation
 - b. Written briefing of travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
 - c. Health and travel accident insurance policies available to students (Appendix H, Insurance Definitions and Guidelines).
 - d. Written outline of the course requirements and report deadlines.
 - e. Written outline of itinerary and instructional agenda
 - f. Written review of all foreseeable hazards and safety procedures, emergency preparedness processes and a crisis response plan. Distribute a handout for students with emergency phone numbers and contacts.

- g. Training for any equipment to be used on the trip.
- h. Codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct during “free time.” Advise participants of the consequences of non-compliance.
- i. Straightforward review of alcohol, drug and firearm policy provisions.
- j. Background information pertaining to any upcoming cultural “shocks” that students may experience.
- k. *Off-Campus Event Emergency Information Form* and *General Release and Waiver of Liability Form*. Have students read and fill out the forms. Review and clearly explain the meaning of the *General Release and Waiver of Liability Form*.

In the Event of a Medical Emergency

1. Seek the best available medical aid as soon as possible. Call 911, if appropriate. If students are 18 years of age or older, they have the choice of rejecting or accepting medical treatment.
2. Call the University Police Department (559-278-2132) as soon as possible. The University Police Department will contact the appropriate campus administrators and those family or friends indicated on the *Off-Campus Event Emergency Information Form*.
3. It is important that all relevant information pertaining to the incident be written down as quickly and as accurately as possible.
4. Give thought to what you are writing down and what you say to the investigating authorities. Your writings may become evidence in any legal proceeding.
 - Limit your description to first-hand knowledge of the facts;
 - Obtain names, phone numbers, and statements of all witnesses;
 - Avoid speculation, particularly as to fault;
 - Make statements only to authorized persons or agencies;
 - Take photographs, if possible, and if appropriate.
5. All information pertaining to the accident is to be used to complete the *Accident Report (Non Vehicle) STD Form 268*. The form is to be completed by the Off-Campus Event leader and forwarded to the Office of Environmental Health and Safety (M/S #14) as soon as practically possible.

6. If questioned about the accident by the media, remain objective and brief. Do not engage in speculative, judgmental or fault-finding statements. State that “Responsible authorities have been notified. For more information, please contact the University Relations office at (559) 278-2795.”
7. There is limited medical insurance coverage available for students who are injured on campus sponsored field trips within the United States. This coverage is considered supplemental to any other medical insurance to which the student may have access. The coverage is for medical expenses only, and is limited to \$10,000. Medical insurance coverage for international travel is available through the Chancellor’s Office. Call the University Risk Manager, in the Office of Environmental Health and Safety, at (559) 278-7317 or (559) 278-7422, for details.

Use of Alcoholic Beverages, Drugs and Firearms

Existing campus policies regarding the use of alcoholic beverages, or drugs and firearms on campus apply to students participating in off-campus events. If the instructional use of firearms or other weapons is deemed necessary to the Off-Campus Event (e.g., ROTC, Wildlife Management), written authorization by the College or School Dean and approved by the Provost, must be attached to the *Off-Campus Event Notification Form*. If violations of these policies occur during an Off-Campus Event, the event leader(s) should contact the University Police for instructions on the appropriate steps to take.

Disruptive Off-Campus Event Behavior

Student behavior during an off-campus event is subject to the university’s *Policy on Disruptive Classroom Behavior*.

In the event a participant’s conduct becomes unlawful and/or disruptive, the student may be removed from the event if it is practical and safe to do so.

Upon return to the campus, the Off-Campus Event leader should file a California State University, Fresno *Report of Disruptive Classroom Incident*.

If there are any questions regarding this policy, please contact the Office of Student Life at (559) 278-2741.

Appendix A

GUIDELINES AND PROCEDURES FOR DRIVING ON STATE BUSINESS

Follow all campus policies and procedures as well as State policies regarding the use of vehicles for university business.

- A. All drivers must be university (State) employees. University employee is defined as Faculty, Staff or Student Assistant in a State funded pay status and Volunteer (Job Class 0050) certified by the Human Resources Department. Employees of the Auxiliaries, Associated Students, and Student Union are not university (State) employees.
- B. All university drivers must complete a CSU defensive driving course and be certified by the university Office of Environmental Health and Safety.
- C. Drivers must possess a valid California Drivers License and have a good driving record.

Good driving record defined:

- 1. No more than two DMV points within the last four years
- 2. No failures to appear
- 3. No unpaid fines
- 4. No DUI's within the last four years

- D. University vehicles shall only be used in the conduct of university or State business. University vehicle is defined as a self-propelled vehicle that is owned, leased, or rented by the university or any State agency.
- E. Misuse of university Vehicles (includes but is not limited to the following):
 - Driving a university Vehicle without proper authorization.
 - Permitting non-university employees to drive a university vehicle.
 - Non-compliance with traffic/motor vehicle laws and regulations.
 - Unsafe practices including not wearing safety belts.
 - Improper storage or parking of university vehicle.
 - Failure to comply with any regulation or policy associated with the use of university vehicles.

Employees misusing university vehicles are liable for the cost of misuse incurred by them or consented to by them. They are also subject to disciplinary action by the campus.

- F. Use of privately owned vehicles to conduct official university business:
Driver must complete an Authorization to Use Privately Owned Vehicle on State Business Certification card and file it with the travel clerk in the accounting department.

STATE OWNED VEHICLE BREAKDOWN PROCEDURE

In case of State vehicle breakdown when out of the Fresno area GET THE VEHICLE TO A SAFE LOCATION OFF THE ROAD OR HIGHWAY and:

1. Call the Fresno State Agricultural Operational repair facility (559) 278-2011 or personnel listed below after hours.
2. If unable to reach Agricultural Operations staff, attempt to get repairs made on the spot using personal credit card. Arrange for reimbursement upon return to Agricultural Operations via a state purchase order. After hours leave a message on the Agricultural Operations telephone and call back the next day.
3. Be aware that state credit card use is restricted to: fuel, tire repair or replacement, battery problems, and other minor miscellaneous items.
4. If telephone contact cannot be made, have the vehicle towed to the nearest facility. Have the shop foreman or mechanic contact Agricultural Operations prior to making any repairs.
5. During working hours contact Agricultural Operations for an emergency purchase order number. This will charge repair costs to California State University, Fresno.
6. Bring all invoices to Agricultural Operations office upon your return.
7. If the vendor will not accept a state purchase order, pay for the work and get a receipt. Upon return to the university, fill out an invoice form (available in Agricultural Operations), have a state purchase request typed, attach the receipt, and submit all three forms to the Agricultural Operations office.
8. In no case should you leave a disabled vehicle unattended without notifying Agricultural Operations. Whenever possible, insure that the vehicle is parked in a safe location well off the roadway.
9. One cellular telephone is available for check out from Agricultural Operations for long distance trips. The telephone is to be used for emergency calls only. Agricultural Operations

is to be reimbursed for all non-emergency calls and any costs related to replacement or repair of the telephone.

In case of emergency call:	Agricultural Operations	(559) 278-2011
	<u>Contact After Hours (priority order)</u>	<u>Home Phone</u>
	Ernie Reyes	(559) 325-8786
	Chuck Master	(559) 645-4701
	Kou Moua	(559) 299-5807
	Eddie Edwards	(559) 237-5879
	Ron Campbell	(559) 834-6211
	Brad Downing	(559) 298-3353
	Carl Pherson	(559) 439-0105

Approved by University Farm Laboratory Committee on January 14, 1998

MOTOR VEHICULE ACCIDENTS

In case of accident with injuries or damage notify the local police and make an official report of the accident. DO NOT participate, offer, or admit liability at the scene. Public Safety on scene will draw their own conclusions.

Report the accident to the State Office of Insurance and Risk Management (ORIM), 1325 J Street, Suite 1800, Sacramento, CA, 95814, telephone number (916) 322-0459, using STD Form 270 (Vehicle Accident Report), within 24 hours of the accident or as soon as feasible if out of state. You may also fax the Vehicle Accident Report to ORIM at telephone number (916) 322-6006. Also call the University Risk Manager at the Office of Environmental Health and Safety, telephone number (559) 278-7317 or (559) 278-7422 to advise of the accident.

Make no comment or statement regarding the accident to anyone except police, other state officers or employees, or an identified representative of the State's contract adjuster from the Office of Risk and Insurance Management (ORIM).

Report all communication regarding claims, including summons or complaints, to the University Risk Manager at the Office of Environmental Health and Safety, (559) 278-7317 or (559) 278-7422, MS PO14.

If bodily injury or significant property damage is incurred by a third party (non-State), call the following immediately:

Weekdays	(916) 322-0459
Weekends	(916) 322-8967 Leave voicemail message

Always (559) 278-7317 University Risk Manager,
Office of Environmental Health and Safety

All vehicle accidents must be reported on STD Form 270 (Vehicle Accident Report) by the university driver and submitted to the University Risk Manager at the Office of Environmental Health and Safety at Mail Stop PO14 within 24 hours of the accident.

The driver's immediate supervisor is required to complete a STD Form 274 (Review of State Accident Report, Supervisor's Review) and submit it to the University Risk Manager at the Office of Environmental Health and Safety, Mail Stop PO14, with the Vehicle Accident Report.