

Tour Leader's Emergency Check List

For **EMERGENCY** situations, please compile the following information and return to the Academic Career Experience & Service Learning Office (A003) **at least one week before** the trip takes place.

This information will be put into an EMERGENCY book and copies given to
Delta College - Department of Public Safety, Switchboard, and Vice President

Trip Destination _____

Delta Tour Leader (1) _____

Delta Tour Leader (2) _____ (3) _____

Number of Participants _____

Dates of Trip:

Departure _____ (a.m.)(p.m.)
Day of Week Month Date Year Time

Carrier _____ Flight Number(s) _____

Airports _____
from _____ to _____

Return _____ (a.m.)(p.m.)
Day of Week Month Date Year Time

Carrier _____ Flight Number(s) _____

Airports _____
from _____ to _____

Tour Company / Travel Agent Information:

Company Name _____

Contact Person _____ Phone: _____

Company Address _____

Please include the following as attachments:

- (1) **FINAL Revised Itinerary** — including names, addresses, phone numbers and email addresses of hotels/lodging
- (2) **List of Participants** — phone numbers, addresses
* Emergency contact person(s) and phone numbers
- (3) **Photocopies** of participants **Traveler Information form & Passport** (pages with photo and participant info)
- (4) **Photocopies** of **ASSUMPTION OF RISK and RELEASE of LIABILITY** for International Travel
- (5) **Class List** — of students in academic course
- (6) **Pre-Travel Assessment** – from each student participant