

# STUDENT ORGANIZATION TRAVEL INFORMATION

*Student Involvement and Employment Office*  
UNIVERSITY OF WISCONSIN-STEVENS POINT

**THIS CARD IS TO BE COMPLETED PRIOR TO LEAVING ON YOUR TRIP & IS TO BE CARRIED WITH YOU FOR THE DURATION OF YOUR TRAVELS.**

## PRIMARY CONTACT:

Student Organization Adviser: \_\_\_\_\_  
Office Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Home Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## BACK-UP CONTACTS:

**Susan LeBow, Assistant Director**  
Student Involvement and Employment  
Office: 715-346-2174 | Cell: 715-340-8955

**Laura Ketchum-Ciftci, Director**  
University Centers  
Office: 715-346-3201

————— HOURS: MONDAY-FRIDAY 8:00-4:30PM —————

## OTHER IMPORTANT NUMBERS:

Protective Services | 715-346-3456 | 24-hour line  
Transportation Office | 715-346-2884  
Enterprise | 800-736-8227 | 24-hour line

## IMPORTANT DESTINATION NUMBERS:

Hospital: \_\_\_\_\_  
Conference Contact: \_\_\_\_\_  
Hotel: \_\_\_\_\_

## FOR TRAVEL ASSISTANCE CONTACT:

Student Involvement and Employment Office | 715-346-2174  
Suzy Zblewski, Accountant-SGA | 715-346-4309

## WEATHER:

Check the weather/forecast report for the area to which you are traveling before leaving to and returning from your destination. Call Wisconsin State Police at (1-800-242-3377) and ask about road/travel conditions if you don't have access to internet.

If there is inclement weather in the forecast (snow, heavy rain, flooding, fog, etc.) on your travel route, check in with your campus contact person to determine ability to travel. Make sure you have an inclement weather clearance to leave.

During the trip, at any point, if there are concerns about travel safety, **DO NOT TRAVEL**. Stop and wait. Stay overnight if necessary.

## MEDICAL/PARTICIPANT EMERGENCY PROCEDURES:

- Survey the scene and check for safety - make quick decisions about roles.
  - Person to be with injured member - **DO NOT** leave injured person alone
  - Person to be with rest of group
  - Person with phone to make calls
- Call police or rescue squad (911).
  - Have exact location of patient
  - Treat situation to your degree of expertise, **do NOT** attempt procedures outside of your skill level
- Check medical forms for any potential medical alert **AND** for **MEDICAL INSURANCE INFORMATION**. Have form ready for emergency personnel.
- Complete UWSP incident report with as many details as possible. Start from the beginning of the incident and report clearly as many details as possible. If you did not witness the incident, utilize the person (if not seriously injured) or close eyewitnesses.
- Call your campus contact as soon as possible to alert them of the situation.

## MISSING/LOST PERSON OR ABANDONMENT OF GROUP MEMBER:

Call police (911) and report missing person immediately. Establish last time person was seen and exact location - **DO NOT DISPERSE GROUP TO LOOK FOR THE PERSON**. Group members should remain in a designated location until emergency contact person gives further instructions.

## MAJOR CATASTROPHIC EVENTS:

These are events which **COMPROMISE THE SAFETY OF ONE OR MORE GROUP MEMBERS**, including a return to campus before the scheduled time.

- Call campus contact or Susan LeBow (715-346-2174) and they will contact the appropriate authorities.