



Health and Safety Guidelines

Branch Out Alternative Breaks

Office of Community Engagement and Scholarship, The College of William and Mary

Emergency Contacts for Branch Out Alternative Breaks

Emergency telephone (24 hours) for William & Mary Police
Melody Porter, Associate Director, Community Engagement
Drew Stelljes, Director, Community Engagement
Dean of Students Office Emergency Phone

757-221-4596
cell: 404-371-8783 office: 757-221-7639
cell: 757-293-8597 office: 757-221-7500
757-221-2510

Branch Out Alternative Breaks are organized and administered by students, for students. The College of William & Mary does not sponsor, run, or endorse any Breaks programs. These Guidelines are provided by Branch Out Alternative Breaks participants to help them prepare for a safe trip. The Guidelines also provide information on what the role and responsibilities of the Breaks participants (students) and the Office of Community Engagement and Scholarship.

Responsibilities of OCES Staff

1. Collect contact information from team leaders, and participant information and releases from trip participants.
2. Provide these Guidelines to all trip participants.
3. For international trips: Ensure that all participants have overseas health or travel insurance (including emergency evacuation and repatriation).
4. Communicate applicable codes of conduct and the consequences of noncompliance to students. Work with the Dean of Students Office to take appropriate action when students are in violation of the student code of conduct.
5. When notified of serious health problems, injury, or other significant health and safety circumstances, attempt to facilitate between teams and students' families.
6. Provide student participants with 24/7 emergency contact information: 404-371-8783 (Associate Director's cell phone) and 757-221-4596 (W&M campus police dispatch).

Responsibilities of Student Participants

Students are responsible for their own health and safety on Branch Out Alternative Breaks. Students can help avoid problems and safety issues through the decisions they make before and during their program and by their day-to-day choices and behaviors. These recommendations are designed to help students in making these decisions, and ensuring their own safety. **William & Mary does not monitor compliance with these recommendations.**

Students should:

1. Research program destinations and read all information provided by the Branch Out program, and consider whether the program is a good fit for them.
2. When applying for or accepting a place in a program, consider their health and other personal circumstances and assume responsibility for them after acceptance.
3. Keep leaders informed of your whereabouts and well-being, especially when travelling away from the program site.
4. Behave in a manner that is respectful of the rights and well-being of others, and encourage other program participants to behave in a similar manner.
5. Inform parents/guardians/families, and any others who may need to know, about participating in the Branch Out program, provide them with emergency contact information, and keep them informed on an ongoing basis.
6. Keep a copy of the "Team Trip Information" form with you at all times.
7. Once on site, be aware of local conditions and customs that may present health or safety risks. Promptly express any health or safety concerns to team or site leaders.
8. Gain familiarity with the procedures for obtaining health and law enforcement services in the destination

and obey local laws.

9. For international trips: Obtain and maintain supplementary overseas health insurance coverage and abide by any conditions imposed by the carriers.
10. For international trips: Register with the US Department of State the dates and location of your travel.
11. For international trips: Hire a guide/translator if team members are not fluent in the local language.

Recommendations to Team Leaders

Trip participants are responsible for their own health and safety on Branch Out Alternative Breaks. Team leaders should not be considered responsible for the safety of trip participants. The following recommendations are provided to assist team leaders in preparing for programs. **William & Mary does not monitor compliance with these recommendations.**

1. Research programs, including program locations, housing, community partners, and transportation, with an eye to risks including health and safety concerns such as crime, disease, civil unrest, terrorism, etc. The U.S. State Department provides helpful information.
2. Share information found with other trip participants.
3. Arrange for a person at the destination to support or serve as a contact person for the program and volunteers, or a William and Mary staff or faculty member to travel with the team to support the program and volunteers.

Recommendations to Parents/Guardians/Families

Parents, guardians, and families can play an important role in the health and safety of their children/family members by helping them make decisions and by influencing their behavior on alternative breaks. Parents/guardians/families should:

1. Be involved in the decision of the participant to enroll in a W&M Branch Out program, and review all program-related documentation.
2. Be responsive to requests from the OCES for information regarding a child/family member enrolled in a Branch Out Alternative Break.
3. Ensure they have received emergency contact information for their son or daughter.
4. For international trips: Get a passport and ensure that it is valid for immediate travel if needed.