



EMORY
UNIVERSITY

**Office of Student
Leadership and Service**

Student Organization Emergency Protocol

**Emory University
Office of Student Leadership & Service
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EMORY UNIVERSITY VEHICLE DRIVER CERTIFICATION

Emory Driving Policy

For the complete policy details, you can click here: <http://www.policies.emory.edu/8.9>

For ALL travel in Emory University owned or rented vehicles, the driver must have his/her motor vehicle record background checked and cleared per the [Emory University Travel Policy](#) . Additionally, the driver must take and pass a defensive driving course. This process can take 2-3 weeks, so please plan accordingly.

- [Consent Form to have your Motor Vehicle Record Background Checked](#): Required for all travel in Emory University owned or rented vehicles.
- [Enrollment Form for the Defensive Driving Course](#): If the vehicle being used is owned or leased/rented with any Emory University funds, the student must complete an Emory University Defensive Driving Course. You can only complete this course if your Motor Vehicle Background Check comes back free and clear. Further, this costs approximately \$40 but you can often receive a discount on your personal auto insurance to offset the cost. Student activity fees cannot be used to pay for this course.

For ALL travel in personal vehicles: Emory assumes no responsibility. You must acknowledge that the University does not carry insurance on and assumes no responsibility for any damage to personal vehicles, even when used on a University-sponsored activity or program. You should also share this with all passengers in the car. The driving student's auto insurance or vehicle owner's insurance will respond for third party liability including liability for injuries to passengers in the vehicle. The student will also be responsible for paying any deductibles or co-pays associated with his or her insurance in the event of an accident. It is an industry standard that insurance follows the vehicle. Whether your travel is required or not, we do suggest you follow similar precautions outlined in [Rules of the Road and Best Practices for all travel](#).

- A student who uses his or her personal vehicle on a Emory-sponsored activity or program is subject to all of the requirements and limitations set forth in this policy. In addition, in order for a student to use his or her personal vehicle on a Emory-sponsored activity or program the student must:
- **Obtain personal auto insurance** and provide the following upon request - a valid and current certificate of insurance that includes insurance company name, make/model of vehicle, vehicle VIN number, policy number and name of person insured.
- **Acknowledge that the University does not carry insurance on and assumes no responsibility for any damage to personal vehicles**, even when used on a University-sponsored activity or program. The student's auto insurance will respond for third party liability including liability for injuries to passengers in the vehicle. It is an industry standard that insurance follows the vehicle.
- **Acknowledge that he or she will be responsible for paying any deductibles or co-pays associated with his or her insurance in the event of an accident.**

Travel Limitations

Travel within 60 miles of Atlanta does not require the submission of an itinerary; however, for travel greater than 60 miles please ensure your student organization advisor has an itinerary of the trip, a list of those attending, and cell phone numbers of trip planners.

Travel greater than 300 miles is generally not allowed. Students should plan on flying when possible; however, exemptions can be requested by emailing the Director of the Office of Student Leadership & Service at matt.garrett@emory.edu.

We recommend strongly that no student drive for more than four consecutive hours. If a sponsored trip or program requires greater than four consecutive hours of travel, a new, certified, and approved driver must take over driving responsibilities after each four-hour shift.

Risk & Liability Overview

RISK

In operating any vehicle, there are inherent risks involved. While driving an Emory vehicle or a personal vehicle, **certain risks and dangers may occur, including, but not limited to, the hazards of traveling by automobile, bus or other conveyance, which can result in serious injury, harm, or death.** Any individual driving a University owned, leased, or rented vehicle, or a personal vehicle, for a Emory-sponsored event voluntarily assumes responsibility for any and all risks associated with such travel.

LIABILITY

Individuals are responsible for paying all traffic/parking tickets. Traffic and parking tickets should be paid immediately and reported to the Student Organization advisor. Individuals are solely liable and responsible for all tickets.

Individuals may be held responsible for damages incurred by Emory vehicles resultant of individual drivers' negligence. If an individual is involved in an accident, he or she should follow the Emergency Protocol in this document.

Individuals are solely responsible for any and all damages incurred to personal vehicles while operating the vehicle for Emory travel.

NOTE: If a specific individual does not step forth and/or cannot be identified as "responsible" for a ticket and/or damage, all certified drivers in the vehicle will become responsible for sharing the costs associated.

Extended Travel Guidelines

Extended travel is typically defined as travel that includes overnight stays away from campus/Atlanta. This type of travel brings with it unique opportunities, challenges, and risks. Whenever registered student organizations are planning University-related extended travel, the Office of Student Leadership & Service should be contacted **at least 2 months prior to the trip** to obtain advice and think through various risk issues.

Here are a few basic guidelines:

- A **complete roster of travelers** including cell phone numbers and a trip itinerary should be filed with appropriate on-campus personnel (i.e. Student Organization Advisor).
- There should be at least two on-campus personnel who have responsibility for implementing the **emergency action plan**, and the traveling party should have emergency phone numbers for both of these individuals.
- There should be **more than one traveling person designated as the “person responsible”** on all trips in case of injury to one of the persons.
- Other than Emory students, **minors may not ride in vehicles used on a University-sponsored activity or program.**

General Safe Operating Guidelines

- Students must drive responsibly and are expected to follow traffic laws, posted speed limits, practice defensive driving, wear seat belts and avoid any activity that has the potential to divert attention from driving safely.
- Drivers are restricted from activities of distracted driving while driving on behalf of this institution, including but not limited to use of cell phones, texting, smoking, eating, checking email, etc.
- Monitor weather and road conditions and commit to change your plans if warranted to ensure safety. This may mean taking breaks more frequently, stopping overnight, or postponing the trip altogether.
- Change drivers at least every four hours, more frequently if the driving is fatiguing.
- Assess the type of driving (highway, back roads, winding roads, hilly roads) compared to the driver's experience and comfort level and assign driving shifts accordingly.
- Do not caravan. Each driver should have a set of directions and maps. Do not attempt to stay together or rendezvous along the way. Each driver should travel independently. It is recommended that there be no driving between 12:00 midnight and 6:00 a.m.
- While driving on a University-sponsored activity or program, the driver may not be under the influence of illegal drugs or alcohol. Drivers and passengers may not bring alcoholic beverages

(even unopened) into a vehicle. Such behavior will subject students to disciplinary action as determined by the Office of Student Conduct.

- Vehicles must be secured when not occupied and must have contents reasonably safeguarded.
- The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.
- Trailer, hitches, or towing are not permitted without special permission.
- Vehicles rented or University owned should be used only for University business and should not be taken home at night (special exceptions may be approved by student activity advisor).
- Drivers are personally responsible for paying all traffic tickets.

Emergency Protocol & Incident Reporting for Vehicle Incidents

In the event of an emergency, individuals should adhere to the following protocol:

1. Assess safety of self and passengers

- a. Are you hurt?
- b. Are your passengers hurt?
 - i. Injured passengers **MUST** be transported via ambulance no matter what severity!
DO NOT DRIVE THEM.

2. Move the vehicle to a nearby, safe place (if possible)

- a. If absolutely impossible or you fear moving the vehicle will place others in danger, leave the vehicle at the scene of the accident and place emergency flashers on.

3. Call 9-1-1

- a. You **MUST** call the police (no matter what) to file a police report
- b. Be ready to provide:
 - i. Your location
 - ii. Number of passengers in your van and their health status (do they need immediate medical attention?)
 - iii. Your name, age, and cell phone number

4. Take down information & take pictures of damage

- a. Individuals in your van or vehicle:
 - i. Names
 - ii. Cell phone numbers
 - iii. Student ID numbers (if they're okay/able to provide the information)
- b. Individuals involved in the accident (other vehicle)
 - i. Names (Full, legal names)
 - ii. Cell phone numbers
 - iii. License plate number
 - iv. Insurance information (company, contact number, policy number)

- c. Witnesses
 - i. Names (Full, legal names)
 - ii. Cell phone numbers

5. Contact your Student Organization Advisor, or the Campus Life Professional on Call (404-686-5500; when prompted, enter *13756)

- a. Be prepared to provide:
 - i. Your location
 - ii. Number of passengers in the van, their health status, and their names/information

6. Wait for police to arrive; ensure individuals requiring medical attention receive it; file a police report

- a. If individuals receive medical attention, please take note of any medical attention they receive.
- b. If anyone is transported to a medical facility, take note of where they are being transported.
 - i. Injured passengers **MUST** be transported via ambulance!

7. Update your Student Organization Advisor, or the Campus Life Professional on Call (404-686-5500; when prompted, enter *13756)

- a. Provide an update on the situation
 - i. Was a police report filed? When will it be delivered?
 - ii. Were any individuals treated? Was anyone transported to a hospital? If so, where?

8. Depart collision location

- a. If minor collision (fender bender), proceed to service site.
- b. If major collision (large, structural damage to the vehicle), return to campus immediately via alternative transportation. If the vehicle was rented, the rental car company can support you in your return to campus. If the vehicle is owned by Emory, contact EPD at 404-727-6111.

9. Within 24 hours, do the following:

- a. Submit the [OSLS Incident Report Form](#)
- b. Within 24 hours, contact Office of Risk Management to alert to the issue (EPD/Risk Management – 404-727-6111/ 404/686-2470).

Emergency Protocol & Incident Reporting for Other Incidents

In the event of an emergency, individuals should adhere to the following protocol:

1. Assess safety of self and others

- a. Are you hurt?
- b. Are others in your group hurt? How are they hurt?
- c. Injured people **MUST** be transported via ambulance if injured in a vehicle accident, no matter what severity! DO NOT DRIVE THEM.
- d. Other injuries can be assessed, but you should always err on the side of receiving medical treatment.

2. Call Student Health and Counseling for advice on if a person should seek treatment

- a. 404-727-7551

3. If necessary, call 9 – 1 – 1

4. Take down information & make notes of injuries

- a. Detailed account of what happened
- b. Individuals involved in the injury
 - i. Names (Full, legal names)
 - ii. Cell phone numbers
 - iii. Insurance information (company, contact number, policy number)
- c. Witnesses
 - i. Names (Full, legal names)
 - ii. Cell phone numbers

5. Contact your Student Organization Advisor, or the Campus Life Professional on Call (404-686-5500; when prompted, enter *13756)

- a. Be prepared to provide:
 - i. Your location
 - ii. Injuries
 - iii. Other details

6. Ensure individuals requiring medical attention receive it

- a. If individuals receive medical attention, please take note of any medical attention they receive.
- b. If anyone is transported to a medical facility, take note of where they are being transported.

7. Update your Student Organization Advisor, or the Campus Life Professional on Call (404-686-5500; when prompted, enter *13756)

- a. Provide an update on the situation
 - i. Was a police report filed? When will it be delivered?
 - ii. Were any individuals treated? Was anyone transported to a hospital? If so, where?

8. Within 24 hours, do the following:

- a. Submit the [OSLS Incident Report Form](#)
- b. Within 24 hours, contact Office of Risk Management to alert to the issue (EPD/Risk Management – 404-727-6111/ 404/686-2470).