



CFS Emergency Procedures for Domestic Travel

The following procedures are for George Mason University faculty traveling with students on domestic Field Studies classes. All procedures should be followed, however the order in which they are followed should be determined by the nature of the emergency. In the case of emergency involving a serious injury the first thing the instructor should do is call 911. In the event of an emergency the faculty member involved should contact the **George Mason University Police Department at (703) 993-2810**. This is the 24-hour emergency-only phone number for campus police. Mason police will assist in contacting any Mason or non-Mason personnel necessary to help resolve the situation. In the following situations GMU Police *must* be notified:

- Serious injury; psychiatric situations; hospitalization and/or death
- Missing student
- Sexual assault
- Crimes and arrests involving students or Mason personnel
- Natural disasters that affect trip
- Political unrest or turmoil in regions that affects trip
- Infectious disease epidemic that affects trip

When contacting Mason Police, please have the following information ready:

- Name(s) of person involved and their G number(s).
- Your name and contact information
- A concise description of what occurred

If you are involved in an incident that may involve publicity, only Mason's Media Relations Office (703-993-8785) has the authority to make statements for press release.

You should always fully cooperate with the U.S. Marshall's office and all state and local law enforcement personnel.

As the instructor, you will have a copy of each trip participant's CFS Student Application form for your reference. This form includes information about student medications, allergies or medical conditions that may have an affect on their performance and behavior.

By signing the following I agree to the procedures and protocols stated within and further agree that I have fully read and understand these procedures.

Signature: _____ Date: _____