

Study Group Communications

WHEN:	WHAT:	TO:
PRIOR TO DEPARTURE:		
	Travel/Contingency Plan form	OCSIP
	Itinerary, including group travel and semester break dates	Students and OCSIP
	Arrival instructions, local contact numbers, check in instructions	Students and OCSIP
	<i>STEP registration (State Dept)*</i>	OCSIP completes this
	<i>ISOS Travel Tracker registration*</i>	OCSIP assists in registration
ON ARRIVAL:		
	Your local phone number(s), if update required	OCSIP
	Verify safe arrival of all students	Email OCSIP as soon as possible; call if there are problems
	Local phone numbers (yours, emergency backup, local "911" number, onsite resources such as providers or international student office)	Students NOTE: Consider including providers, emergency backup person, or international student office in orientation
	Collect student addresses and local phone numbers	Copy to OCSIP
	Set up group texts, SMS, or phone trees	
THROUGHOUT THE SEMESTER:		
	Students should notify you of their travel plans	
	<i>Students should register their independent travel in the ISOS Travel Tracker*</i>	
	Updated excursion itineraries and contact information	Students, OCSIP
	If you travel during the semester break, provide contact information	Students, OCSIP
	In the event of a regional or local emergency, account for all students as soon as possible	Report to OCSIP; have students contact their parents

**International travel only*

Emergency Contact Numbers:

24/7 Campus Safety Hotline 315.228.7333 or -7911

Campus Safety can put the call through to the administrative dean on call, counselor on call, or one of the Off-Campus Study representatives below at any time

Off-Campus Study (email: off-campusstudy@colgate.edu, director, or your coordinator). For immediate assistance in an emergency, call:

Carol Drogus, Interim Director

(office) 315.228.7216 or -7160

(cell) 315.941.8181

Nicole Simpson, Associate Dean of the Faculty

(home) 315-824-9162

(cell) 315-427-6411

Lisa Sapolis, Assistant Director of Off-Campus Study

(office) 315.228.7216 or -7210

(cell) 860.466.9029

(home) 315.280.0592

HTH Medical Insurance (International Travel Only):

Toll Free: 800.257.4823

From outside the US: 610.254.8700

Worldwide emergency assistance: 610.2254.8771 (collect calls accepted)

International SOS (Travel information, alerts, evacuation assistance)

<https://www.internationalsos.com> (Colgate Login: 11BSGC000073)

Assistance Center: 1.215.924.8226