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***Faculty/SLCE Supervisor Pre-event Checklist***

Request and use guidelines and advice provided by your community partner regarding safety and respect. (This topic is part of the Collaborator Agreement process; you’ll find that document on the main Nuts ‘n Bolts page in “Building a Strong Foundation”🡪 “Putting it in Writing.”)

Customize the “Contact Information & Off-campus Safety Tips” document and distribute it to students. Set aside class time to go over that document.

Allow time in class for students to set up relevant apps and add important safety contacts.

Collect cell phone numbers from students in case of emergencies. (You may also want to give them your cell phone number via the form called “Contact Information & Off-campus Safety Tips.”)

Ensure that all students have submitted their waiver and release forms.

Instruct all students to travel in groups or pairs.

Encourage students to bring any medications or medical devices that they might need, as well as an insurance card and money for transportation in case they get separated from the group.

Encourage students to leave all electronic gear and valuables other than fully charged cell phones at home.

Alert students to the fact that they are responsible for their own personal safety and that of their possessions.

Remind students that their actions are still governed by the [Institute’s Code of Conduct](http://www.policylibrary.gatech.edu/student-life/student-conduct), with attendant consequences for inappropriate behavior.

Discuss transportation well in advance of the SLCE activity. Set aside class time to run through transportation logistics such as carpooling or MARTA, and review the relevant transportation tips, categorized by mode, on the “Contact Information & Off-campus Safety Tips” document.

Remind all members of the group to stay alert to shifting local conditions, including weather or transportation. Follow the advice of local authorities or community partners as appropriate.