SITUATION: DIRECTOR ILLNESS OR INABILITY TO FULFILL LEADERSHIP RESPONSIBILITIES

PROTOCOLS:

Prior to departing on your semester or interim experience, please prepare in advance the following:

- For off-campus interims, every effort should be made to encourage the participation of at least two faculty or staff leaders per program. In this case, if one faculty member is unable to fulfill leadership responsibilities, a second faculty member is still able to lead the trip.

- For semester programs with only one faculty or staff leader, alternative plans need to be made. Possible alternatives include:
  - In cases where spouses accompany the faculty member, arrangements could be made to have him or her assume leadership. This would entail making sure the spouse is willing and able to assume these types of responsibilities. Approval of this plan must be approved by the Off Campus Program director.
  - In cases where Calvin partners with a local institution, arrangements could be made to have a representative from the institution (e.g. college or university personnel; non-profit organization like CRWRC) step into a leadership role for a short period of time. Approval of this plan must be approved by the Off Campus Program director.
  - In cases where the first two alternatives are not possible, the faculty or staff member is encouraged to identify two or three of the more mature members in the group to step in as a team and provide leadership for a short period of time. Students should be identified during the application process and then be given some additional training prior to departure.

- Additional planning should include:
  - Inform alternate leader(s) where important documents (e.g. passport copies, medical forms, waivers, etc) are kept.
  - Encourage alternate leader(s) to review the Risk Management Protocols that have been posted on the Off-Campus webpage.
  - Review the program’s General Risk Management Plan with potential alternate leader(s).
  - Review important contact numbers for Calvin College resources.
  - Send the name(s) of potential alternate leader(s) to Calvin’s Off-Campus Programs Office.
If possible, include the potential alternate leader(s) in decision-making processes throughout the travel experience to help them gain some experience.

**Responding to a Director Illness While Traveling on the Semester or Interim Experience**

- Inform the Off-Campus Programs Director if a director is ill for more than two days.
- If the director has a major accident or is hospitalized, the alternate leader(s) needs to contact the Off-Campus Programs Director, who might initiate a Crisis Response Team (depending on the situation).
- In the unlikely event of a death of a director, please refer to the protocols for a student death and move forward.

**Follow Up Protocols upon Return from a Semester or Interim Experience**

- The director and student leaders should meet with the Crisis Response Team to review/evaluate the situation.
- Assess what additional counseling may be needed.
- Determine any financial implications resulting from change in leadership roles.

**SPECIFIC RESOURCES**

Important Phone Contacts at Calvin:
- Don DeGraaf, Off-Campus Programs Director – 616-526-6225 (office) – 616-558-7245 (cell) – ddegraaf@calvin.edu
- Calvin Campus Safety (24/7 line) – 616-526-6452
- Calvin Off-Campus Programs Office – 616-526-6382

- Incident Report Forms

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