**UNITY Youth Council Travel Safety**This Safety Plan Template is designed to help UNITY Youth Councils prepare for their trip to the upcoming UNITY Conference. Each group attending is responsible for creating its own Safety Plan that aligns with its sponsoring Tribe or Organizational procedures before traveling and ensuring all members of your group, including Advisors and Chaperones, are familiar with its contents.

### **1. Youth Council Information**

**Youth Council Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Tribe or Sponsoring Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Advisor/Chaperone Name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Number of Youth Attending:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **2. Emergency Contacts**

**Primary Contact in Case of Emergency:**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Relationship to Youth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Contact in Case of Emergency:**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Relationship to Youth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact at Tribe/Sponsoring Organization:**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **3. Tribe/Sponsoring Organization Protocols**

**Does your Tribe or Sponsoring Organization have established procedures in case of an emergency?** ☐ Yes
 ☐ No

If yes, briefly outline those procedures:

**What steps should Advisors/Chaperones follow if a youth in their care experiences an emergency?**

**Does your Tribe/Sponsoring Organization require additional documentation (e.g., incident reports) in case of an emergency?** ☐ Yes
 ☐ No

If yes, please specify:

### **4. Youth Travel Documentation**

**Have all youth submitted a signed permission slip from their parent or guardian?** ☐ Yes
 ☐ No

**Does the permission slip include emergency contact information and medical details?** ☐ Yes
 ☐ No

**Where will the signed permission slips be stored during travel?** ☐ Advisor/Chaperone Binder
 ☐ Digital Copy (securely stored)
 ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **5. Safety Procedures for Travel**

**What is your group's plan for maintaining contact during travel?**

* Group Communication App (e.g., GroupMe, WhatsApp): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Advisor/Chaperone Contact Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other ways to communicate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does your group have a designated meeting point if someone is separated during travel?** ☐ Yes
 ☐ No

If yes, location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What steps will your group take to ensure youth have proper identification and documentation?**

### **6. Addressing Potential Concerns During Travel**

**How will your group handle questions or situations related to identification or documentation?**

**What steps will your group take if a youth or chaperone encounters an unexpected issue while traveling?**

**Who is the designated contact person within your Tribe or Sponsoring Organization for travel-related concerns?**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **7. UNITY Safety Plan Review**

**Has your group reviewed UNITY’s safety procedures and hotel protocols?** ☐ Yes
 ☐ No

**Have all Advisors and Chaperones attended the "Know Before You Go" webinar or reviewed its key points?** ☐ Yes
 ☐ No

**Additional Notes or Requirements for Adults Traveling with Youth:**

### **Acknowledgment**

By completing this form, the Advisor/Chaperone confirms they have reviewed the protocols with their Tribe or Sponsoring Organization and are prepared to follow the outlined safety procedures during the trip.

**Advisor/Chaperone Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Youth Council Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This completed form should be kept by the Advisor/Chaperone for reference during travel. Thank you for your commitment to ensuring a safe and positive experience for your youth!