| Name of Appendix: **Safety during University study tours outside the campus** | | |
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| Safety rules |  | The head of the faculty will appoint a “guide in charge,” who will learn and be completely familiar with the tour route, all of its details and the exact schedule, which will receive written approval from the faculty head. A copy of the route description and schedule will be sent to the faculty head prior to leaving for the tour. In the event of doubt with regard to safety aspects in determining/approving the route, consult with the Safety Unit. |
|  |  | The “guide in charge” will be issued a valid “tour license” by the competent authorities (IDF or Israel Police). |
|  |  | The tour group will include an armed security guard in accordance with the terms of the above license. |
|  |  | For tours in isolated locations, the group will be equipped with a suitable communications device. |
|  |  | The guide will compile a list of participants in the group which he will check at the start and end of the tour, and again at the start and end of any additional tour days. |
|  |  | Tour participants must include someone who is trained in administering first aid and has a first aid kit. |
|  |  | The study tour group will ensure that they wear hats for protection against the sun, wear “walking shoes,” and carry water bottles – all at the discretion and decision of the “guide in charge.” |
|  |  | The “guide in charge” will ensure that there will be a reserve water container with at least 1 liter of water per participant. |
|  |  | The guide will inform participants at the beginning of the tour that it is prohibited to leave the group without his permission, and that it is prohibited to touch any unidentified objects. |
|  |  | When parking near the road, the “guide in charge” will ensure that the tour participants will not be exposed to injury from passing vehicles, and will prohibit, or reduce to the necessary minimum, crossing the road. |
|  |  | During tours in the sea, while diving, and during work in waterways, the “guide in charge” will appoint a suitable person as lifeguard. |
| Responsible for performance |  | The head of the faculty and the person appointed as the “guide in charge” are responsible for performance of these directives. |