

# Student Affairs Risk Management

*in pursuit of excellence* 

## **FIELD TRIP CHECKLIST**

**(Applicable for all academic and non-academic trips off campus)**

### **PLANNING THE TRIP**

#### **Skills training**

- Determine what skills (e.g., hiking, camping, swimming, first-aid, research-related skills) are necessary and what students should do to acquire skills
- Evaluate competencies **prior** to trip

#### **Supervision**

- Based upon number of students and range of skill levels, determine appropriate number and competency levels of supervisors
- Identify skills and tools necessary for effective supervision (first aid, rescue skills)
- Protocol if a supervisor needs to leave group to accompany an injured or ill student

#### **Students with Disabilities**

- Work with institutional ADA coordinators regarding reasonable and appropriate accommodations

#### **Destination Site**

- Instructor or supervisor should be familiar with site
- Provide orientation to students upon arrival (include known risks, flora, fauna)
- Confirm that cell phone will operate from site or use radios
- Assign students to partner or buddy for all activities, including recreational or “off” time
- Take precautions for sudden weather change
- Review local cultural, custom and legal requirements

#### **Emergency**

- Identify an institutional contact available 24/7 and provide contact information to students and instructors
- Be sure all participants know how to:
  - contact institution from site
  - find and use the first aid kit
  - find and use the cell phone or radio
  - react if separated from the group

#### **Alcohol**

- Address this directly and explicitly with students and supervisors  
Prohibit impaired students from driving and from other dangerous activities.

## **Conduct**

- Discuss applicability of institutional code of conduct while on trip (require students to consent in writing if code coverage off campus is unclear)
- Also discuss sexual harassment and hazing issues, if appropriate

## **Insurance**

- Encourage students to confirm personal health and accident coverage
- Discuss limits of institutional coverage

## **PREPARING FOR THE TRIP**

### **Release forms**

- Check with legal counsel for review, information about enforceability, and need for signature of parent or guardian for minor students
- Forms should describe dates and nature of activities, identify risks, indicate if associated travel or lodging
- Include release for medical treatment, emergency contact information
- Keep one copy at institution and another copy with field instructor

### **Advise students to bring:**

- Appropriate clothing, gear, food/water
- Medications
- Identification and travel documents if appropriate

### **List of Participating Students**

- Prepare list of participating students (e.g., upon departure), keep one copy at institution, one copy in field
- May want to include pictures, especially if foreign or extended travel

### **Itinerary and Contact Information**

- Instructor should file with institution (e.g., risk management office)
- Include all scheduled activities and names and emergency contact information for **all** participants
- Update as necessary

### **Travel**

- Consider insured drivers (commercial operators, pilots) and carriers when possible (rather than student drivers)
- Prohibit all impaired (e.g., intoxicated, over-tired) driving

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