

What do I need to consider when planning a field trip?

The field trip checklist below lists some of the factors to consider when planning an academic field trip:

1. Goals and objectives
2. Itinerary and destination
3. Assessment, mitigation, and communication of risks prior to departure

The field trip leader(s) should conduct an orientation session for participants prior to departure. The type of field trip will dictate the level of detail needed in the orientation, but both verbal and written communication are essential. Orientation materials should

include:

- a. trip destination, purpose, and a travel itinerary (route, rest and meal stops)
 - b. lodging information
 - c. transportation information
 - d. appropriate clothing and/or gear
 - e. emergency and check-in protocol,
 - f. information about hazards or risks specific to the location and related mitigation measures
 - g. a summary of activities and the physical requirements participants will need to fulfill to participate in these activities
 - h. any known or unusual circumstances that would require advanced preparation or equipment
4. Emergency response plan and contingency plans
 - a. Determine a protocol for circumstances that may require the field trip leader(s) to leave the group to accompany an injured or ill participant
 - b. Participants must be provided with instructions on how to summon assistance in case of all types of emergency (medical, safety, violence, harassment, etc.) and how to report injury, hazards, etc.
 - c. Despite the best planning efforts, things can still go wrong. Try to anticipate complications that could arise, and then develop contingency plans in advance.
 - d. Team leader(s) should be equipped with the emergency contact information for each participant and group.
5. Communication device and check-in protocol
 - a. Communication devices must be available and all participants should be informed about the check-in protocol. Confirmation that cell phones will operate from the field trip site should be made in advance so that alternative arrangements can be made if necessary

6. Accommodations during travel

7. Need for first aid supplies and expertise

For groups of any size, at least one member must be certified in standard first aid, at a minimum, and have access to a first aid kit. In a remote location, where access to civic emergency services is not readily available, at least two participants should be trained in wilderness first aid and upgrade their first aid kit to a wilderness-type one, including a thermometer and other items relevant to their field trip site.

8. Medical needs of travelers with pre-existing conditions

- a. Participants should consult their doctors to ensure they are in good health and physically fit enough to participate in fieldwork activities (for example, review allergic reactions, immunization updates (such as for tetanus), etc. Participants are encouraged to update their recommended immunizations and/or vaccines.
- b. Accommodations may be required for participants who are going on the field trip and have disabilities or special requirements

9. Clothing, personal equipment, and field equipment

- a. Participants should be informed of the weather conditions expected at the site to assist them in dressing properly

10. Transportation

Team leader(s) may choose to make the transportation arrangements to get participants to and from the field trip destination.

11. Food, water, and supplies on site and during travel to and from the site

Participants must be informed of arrangements related to food and water supplies. Practice safe food handling methods to reduce the sharing of food and utensils (e.g., do not use self-serve buffets, have servers serve food, etc.).

12. Mandatory safety training in specific areas of risk applicable to the event as appropriate

Individuals who participate in field trips in remote locations must be well-informed on the local wildlife and how to respond when encountering hazardous wildlife situations. They should have wilderness first aid training and any additional training specific to the risks or hazard of the location.

13. Necessary University forms

Respect the rights of the public and property owners. In advance of going to the field, contact and obtain permission to enter and carry out your work from the owners or managers of the land base where you will be located.

This could include certificates of insurance, waivers, authorisations, permits etc.