

FACULTY OF SCIENCE

FIELD TRIP PLANNING GUIDELINES

Inherent in our responsibilities as instructors, we are required to ensure the safety of our students. The following guidelines have been developed by the Faculty of Science Health and Safety Committee to provide an efficient but effective way of practicing due diligence for our field trips, and keeping our students safe.

To increase efficiency, you can include some of the forms described below in a handout package along with the course outline at the beginning of your course. Please note that after the course is completed, all students' health, consent or waiver forms must be disposed of appropriately (i.e., confidential shredding).

All the forms mentioned below can be downloaded from the Science Health and safety website: <http://www.tru.ca/science/about/sciencehealth/forms.html>. and typed into directly.

To plan your field trip, please follow this easy 4-step process:

1. Refer to the Field Trip Categories on page 2 of this document and identify the category number that best fits your field trip itinerary. Action the items identified. Note that for Category 2 and 3 field trips, students are required to fill in a consent or waiver form. Consent forms are to be used for mandatory field trips while waivers are appropriate for optional field trips.
2. Download the appropriate consent and/or waiver form for your fieldtrip(s) On this form, identify any inherent risks associated with activities on these field trips (refer to page 3 for examples of activities that may be listed, and add any others you think appropriate to the activities planned for the trip). You may create one consent and/or waiver form for all planned field trips for your course, or create them separately for each field trip.
3. Students must fill out the medical questionnaire form prior to any field activities (note students need only fill out this form once for the course). Review the information and identify any medical issues of concern. This information is confidential and should be kept secure with the faculty member.
4. Download the Pre-Trip Planning form and fill in the appropriate information for your field trip(s). Keep a copy for yourself and leave a copy on file in the main office.

FIELD TRIP CATEGORY CHECKLISTS

Field Trip Transportation (applies to all categories):

- Check that the driver(s) has the correct licence. If a driver is using a private vehicle and transporting students, they must supply a up-to-date driver's abstract (free upon request from ICBC Driver's Services) to the field trip coordinator.
- If using 15 passenger van, check for presence of fire axe, fire extinguisher, flare/ triangles and first aid kit.
- It is also recommended that students meet and depart from Thompson Rivers University.

Category 1. Out and back the same day (within Kamloops city limits)

- Carry a first aid kit

Category 2. Outside Kamloops City Limits, but within 1 hour of a medical facility (e.g. Sun Peaks, Lac du Bois, Manning Park).

- Carry a first aid kit
- Student's sign consent or waiver forms
- Student's fill in the medical questionnaire and the instructor reviews this information
- At least one instructor to have Occupational Level 1 First Aid (or equivalent),
- Carry a cell phone or if out of cell range carry a satellite phone (or SPOT)
- Completed pre trip report – leave a copy in the main office

Category 3. Outside Kamloops City limits, and more than 1 hour to nearest medical facility.

(a) Domestic field trip:

- Carry a first aid kit and have a stretcher/immobilizer board within easy access.
- Student's sign consent or waiver forms
- Student's fill in the medical questionnaire and the instructor reviews this information
- Leader to have Level 1 Occupational First Aid (or equivalent) plus the Transportation Endorsement training (preferably), and at least one other instructor present with Level 1 Occupational First aid
- Carry a cell phone or if out of cell range carry a satellite phone (or SPOT)
- Identify the quickest emergency entrance and exit points by road for your location.
- Completed pre trip report – leave a copy in the main office.

(b) International field trip (in addition to all points for category 3a)

- If in remote area preferably one instructor with Advanced Wilderness First Aid and/or Level 3 First Aid
- Students must carry travel insurance that will cover them in the event of injury in the foreign country
- Students and instructor are to have appropriate vaccines prior to departure.
- Obtain approval of the Dean and VP Academic.

FIELD TRIP RISK ASSESSMENT

Each activity listed below has an implied level of risk. Identify the activities associated with your field trip from the following list and describe on the consent and/or waiver form

- 1. Hiking – back-country
- 2. Hiking - city
- 3. Vehicle Travel
- 4. Small Boat Travel
- 5. Ferry Travel
- 6. Equipment Operation
- 7. Site Visits (Example):
 - Agricultural
 - Industry
 - Wilderness
 - Commercial
 - Medical Facility
 - Sport Facility
 - Forest Site
 - Range Site
 - Other - Describe

If a multi-day or multi-activity field trip please include a course itinerary below or attach a separate document to this file

Date	Day / Night and Description Location - Logistics Activity - How To Contact

**IF the location you are going is not covered by a 911 Service then identify the Regional Emergency contact numbers specific to your destination.
Example - Clearwater Hospital**

Student Names – List Below	Or attached	<input type="checkbox"/>

Medical Issues– List Below	Or attached	<input type="checkbox"/>
1.		
2.		
3.		
4.		
5.		

Additional Notes (time the cell phone will be on, etc.)

Instructor Signature: _____ **Date:** _____

Faculty of Science

Pre-Trip Planning Form

Course Name: _____

Field trip dates	Field trip Category (1, 2 or 3)	Field trip destination and itinerary	Lead Instructor	Contact information for Instructor (cell, or satellite number)

Select appropriate Field Trip category below (see Field Trip Planning Guidelines document) and follow check-list:

Category 1	<input type="checkbox"/>	Category 2	<input type="checkbox"/>
First Aid Kit	<input type="checkbox"/>	Student Waiver Forms	<input type="checkbox"/>
Correct Driver's Licence	<input type="checkbox"/>	Signed Student Medical Forms	<input type="checkbox"/>
Driver Abstract	<input type="checkbox"/>	Instructor with Level I First Aid	<input type="checkbox"/>
Vehicle with Emergency Kit	<input type="checkbox"/>	Cell Phone	<input type="checkbox"/>
		Pre-trip Report complete and filed In main office.	<input type="checkbox"/>

Category 3 (a)	<input type="checkbox"/>	Category 3 (b)	<input type="checkbox"/>
2 Instructors with Level I First Aid	<input type="checkbox"/>	Advanced Wilderness First Aid	<input type="checkbox"/>
Transportation Endorsement Training	<input type="checkbox"/>	Travel Insurance	<input type="checkbox"/>
Emerg. Entrance & Exit Points Id'd	<input type="checkbox"/>	Dean and VP Approval	<input type="checkbox"/>
Stretcher Board <input type="checkbox"/> or Immobilizer <input type="checkbox"/>			