

Field Trips

Field trips are a requirement of many courses. They are also an extension of the classroom. Students are owed a duty of care as defined by law. Although field localities and field exercises are chosen with safety in mind, work and study outdoors carries some risk. Students must be informed of those risks. All field school participants are equally responsible for safety, but faculty and staff of the Department are in charge.

Students at Laurentian University course or program affiliated field trips are subject to the Codes of Conduct of the University. Students are also *de facto* ambassadors of the University. As well, anytime during the trip, student activities outside of course related work is not the responsibility of the University.

Field Trip Checklist

Health



- Proximity to Hospital/Medical Assistance
- Medical & Health Insurance
- First Aid Requirements
- Health Conditions/Health Emergency Card

Safety



- Itineraries
- Emergency Response Plan
- Mode of Transportation
- Driving Qualifications
- Rental Vehicles (please refer to the Vehicle Rental section)
- Hazardous Equipment / Supplies
- Safety Equipment Requirements

Communication



- Telephone Access (cellular or residential)
- Satellite Phone Access if necessary (call Risk Management and Purchasing Services for availability)
- Call In Schedules/Contact Persons

People



- Abilities and Experience
- Standards of Behavior
- Emergency Contact
- Orientation Planning and Meeting

Environment



- Environmental Conditions
- Notification of Presence/ Permission
- Licensing / Permits

Administration



- Waivers / Informed Consent Forms
- Insurance
- Contingency Funds

If you need any further information, please contact Risk Management and Purchasing Services at ext.1532.