

# PRE-FIELD TRIP CHECKLIST



AUBURN UNIVERSITY

Field trip leader in charge should complete this checklist prior to the field trip.  
 Not every item will be required based on the nature and type of field trip.



Information and Notification	
	School, College, or Department notified of trip
	Field trip described in syllabus
	Student handouts distributed



Medical and Emergency	
	Near-by medical facilities identified
	First-aid kit acquired and checked
	Participant emergency contact list collected
	Department emergency contact list reviewed



Transportation and Accommodations	
	Orientation conducted
	Transportation plan addressed
	Accommodations made for students with disabilities or special needs
	Appropriate supervision assigned to students



Hazard Assessment	
<p><i>If deemed necessary by your School, College, or Department, you may be asked to complete a <b>Hazard Assessment</b> before your field trip. Risk Management and Safety can help with completing a Hazard Assessment and any waivers that may be needed. Waivers will be needed if trip is optional or if participants deviate from travel plans.</i></p> <p><b>Some common items needed after a Hazard Assessment include:</b></p>	
	Site Visit (wherever practical)
	Medical Forms (if Hazard Assessment indicates high risk activities)
	Waivers

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_