



Advanced planning can help minimize risk exposures to faculty, staff, students, and Auburn University associated with field trips. Please consider the following as you prepare for and participate in university field trips:



CONDUCT

University policies for faculty, staff and students apply to field trips regardless of the location. Students and participants are responsible for the legal consequences of violating any laws while on a field trip. Participants should follow all safety instructions provided by the field trip leader (e.g. appropriate clothing, gear, or personal protective equipment; established rules/protocols specific to the trip; etc.).



MEDICAL INSURANCE

Students are responsible for their own medical insurance coverage for field trips just as they are while attending classes on campus. Any accident or injury that occurs to a student participating in a sanctioned field trip experience should be reported to the field trip leader and Risk Management & Safety (334-844-8470 or aurms@auburn.edu). Students should always carry proper identification and medical insurance cards.



PERSONAL PROPERTY

Auburn University does not provide insurance coverage for students' or another participants' personal property. Insurance covering personal belongings is made available through the following website and is the financial responsibility of the owner: <https://cws.auburn.edu/rms/pm/rentersinsurance>



ACCOMMODATIONS

Please communicate with your instructor or field trip leader if you require any special accommodations for the field trip.



EMERGENCIES

Immediately call 911 for all incidents involving serious injury or death, multiple injuries, or extensive property damage. As soon as possible, contact the designated departmental emergency contact (see below) to report the situation and receive assistance. Use the **Field Trip Accident/Incident Report Form** to record information about the details of the incident after the situation has been stabilized.



PRIVATE VEHICLES

Students are urged to use university provided transportation if available. Students who choose to operate a privately-owned or commercially rented vehicle, or to ride as a passenger in a private automobile do so of their own freewill and at their own risk. Students that intend to deviate from the group travel plans or make their own travel arrangements will be required to sign a waiver releasing the University from any and all liability associated with the unsanctioned travel activities.

Designated Department Emergency Contact: _____

Designated Department Emergency Phone Number: _____

For more information and helpful tips, please scan the QR code to the right. If you have any questions, please contact Risk Management and Safety at 334-844-4870 or aurms@auburn.edu

