

1.3. Information Booklet for Planning a Day Field Trip

This booklet is an appendix to the Day Trip form (Form 1.1). It serves to provide guidance and information for consideration when planning a day field trip. The booklet is intended to complement the degree of experience that the instructor has with coordinating and leading day field trips. Associated forms are required to be submitted to the Chair for approval prior to a field trip. New field trips or substantial revisions to existing activities require pre-approval by the Chair.

A. Course Outline

If field trips, whether mandatory or optional, are a part of your course, a rider such as the following must be included in your Course Outline:

Field trips are a required [or optional] component of this course. Although you are unlikely to suffer injury, loss, damage, or harm while participating in a field trip so long as you conduct yourself prudently, nevertheless certain risks of injury, loss, damage or harm cannot be totally removed from any activity, including but not limited to injuries and/or motor vehicle damage in consequence of accidents that take place in travel to, from, and at field trip site(s), and illness contracted from students and/or staff at the site(s). By registering in this course, you agree to assume all such risks.

It is essential that students be made aware of and understand the associated risks with participating in the field trip.

B. Preparation

The instructor must attend to the following applicable items prior to the field trip:

- Do a site inspection of the field trip location (if you are not already familiar with the site).
- Identify special equipment requirements.
- Are there any risky activities being undertaken beyond the transportation to the site, walking in safe areas or getting in and out of vehicles? Identify them, assess their gravity, and prepare appropriate mitigation.
- Plan response if someone becomes lost at any point during the field trip or misses transportation back to campus.
- Plan response to a Major Incident (Life-threatening Injury).
- Plan response to a Minor Incident (Non-Life Threatening Injury).
- Confidentially identify students with accommodation(s) and their need(s).
- In case of emergency, ensure there are arrangements for evacuation of participants with disabilities.
- Collect emergency contact details for each participant.
- Collect health card numbers for each participant (disclosure is voluntary; under the law it cannot be compelled).
- Review the emergency procedures already created by the field trip site
- Determine the nearest hospital or emergency services.
- Ensure a First Aid kit will be readily accessible.

- Ensure that someone with First Aid and CPR certification will be present or quickly accessible. Please discuss this with the Chair if this requirement is problematic.

C. Risk Assessment

Prior to any day field trip, the Lead Instructor should assess possible risks associated with the field trip and ensure students are made fully aware of the possible risks involved in the activities. Lead Instructors planning day field trips farther than 30 minutes from the nearest hospital should refer to Section C: Risk Assessment in the Information Booklet for Planning an Overnight/Multi-day Field Trip.

D. Emergency Communications

***** The Lead Instructor should ensure that at minimum a phone and a vehicle are on site and available at all times for use in the event of an emergency. *****

In the event of an emergency, the initial response is to call 911, to activate EMS. Following this, the Chair or designate is the initial Faculty contact. Prior to the field trip, the Chair will determine the primary and secondary contact persons, and provide the names and contact information to the Lead Instructor. The Chair will notify Security of the field trip dates and in a case of an emergency.

Below is a list of numbers in the case of an emergency:

EMS: 911

Faculty of Education: Thunder Bay: (807) 343-8520
Orillia: (705) 330-4008, ext 2005

Lakehead Security: Thunder Bay Emergencies: (807) 343-8911
Orillia Emergencies: (705) 330-4008 ext. 2009 (OA)
(705) 345-9769 (HP)

Orillia Soldiers' Memorial Hospital: (705) 325-2201

Thunder Bay Regional Health Sciences Centre: (807) 684-6000

Superior North EMS Headquarters: (807) 625-3259

E. Transportation

Please follow the Lakehead University Guidelines on [Basic Insurance and Other Risk Management Guidelines for Travel to and from, and Attendance at, Off-Campus Events](#). The options provided below are in preferred order:

1. If you require a bus rental:
 - a. Book your bus through Teresa Ruberto (Thunder Bay) or Rosa Fabiano (Orillia)
 - b. If needed, remember to request undercarriage for luggage storage on bus.
2. If you require a vehicle rental:
 - a. If you require a vehicle rental, please refer to the above Guidelines.
3. If a faculty member transports students in their private vehicle for any university event, they

should be made aware of the following:

- a. They are responsible for their own insurance.
- b. If they are involved in an accident and are even partially at fault, may be personally liable for at least some of the resultant vehicle and property damage and injury to others (see [Lakehead Guidelines](#)).

4. If students take their private vehicles for any university event, they should be made aware of the following:

- a. They are responsible for their own insurance.
- b. If they are involved in an accident and are even partially at fault, may be personally liable for at least some of the resultant vehicle and property damage and injury to others (see [Lakehead Guidelines](#)).

F. Forms

For day field trips that include activities with significant physical risk and/or that are farther than 30 minutes from the nearest hospital, you must prepare the following forms for each student that will be attending the field trip:

- Informed Consent Forms are used for mandatory field trips and should be used in the large majority of cases
- Waiver Forms are used much more rarely and are only for optional field trips or extremely hazardous activities or international placements
- Emergency Health Information - If there are sensitive questions, this form is to be vetted for appropriateness by the Chair
- Submit completed forms to the Education Office for scanning and filing. Ensure that the forms, both in hard copy and electronic format, are kept confidential and secure from unauthorized access.
- Keep a hard or electronic copy with you. Files are to be confidentially stored in the Education Office for a minimum of five (5) years unless litigation arises, in which case the files of affected individuals should be retained indefinitely.

You may also consider making the following forms (one of each):

- Completed, and confidential, list of students' health card numbers, medical concerns, and emergency contact information for the Lead Instructor to have on hand during the trip
- A blank sign-in / sign-out form for students to fill in upon arrival / departure

G. Preparing Students for the Trip

Students can be provided with a list of required and/or recommended items to bring on a field trip. Students might also be informed orally ahead of time of items to pack, university policies, field trip site expectations, recommendations and other considerations. Specifically, students might be reminded of Lakehead University's [Code of Student Behaviour and Disciplinary Procedures](#), and that consuming drugs or alcohol on field trips is strictly prohibited.

H. Lead Instructor Checklist

Lead Instructors may use this list prior to the trip.

Prior to the Trip

1. Conduct a site visit if the site is unfamiliar to the Lead Instructor.
2. Fill out a Day Field Trip Form (Form 1.1).
3. Conduct a risk assessment as necessary. See Section C.
4. Coordinate field trip transportation.
5. Create and have students fill out, where necessary, Informed Consent or Waiver Form and Education Call List.
6. Collect student health card numbers (disclosure is voluntary under the law), medical concerns, allergies, and emergency contact information before the trip.
7. Make photocopies of or scan these forms for the office to keep. Ensure that the forms, both in hard copy and electronic format, are kept confidential and secure from unauthorized access.
8. Provide a list of required and/or recommended packing items for students to bring on the field trip. Remind students to bring their health cards on the trip.
9. Go over the trip expectations, pack list, policies, risks, and recommendations with students and provide an opportunity for questions.

Upon your departure

10. Have students fill in a sign-in / out sheet if desired.

Upon your return

11. Complete an Accident Report if any major or minor injury or incident occurs during the field trip.

Note: While this booklet addresses many issues that are important for field trip planning and emergency response, sound judgment of the trip leader will always be paramount when planning and in a crisis situation.