

Field Trip Hazard Assessment

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| **Instructor Name** |  |
| Office Phone Number |  |
| Cell/After Hours Phone Number |  |
| Means of Communicating in the Field |  |

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| **University Emergency Contact Person Name** |  |
| Office Phone Number |  |
| Cell/After Hours Phone Number |  |

**Field Rules and Expectations**

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**Field Activities and Itinerary**

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**Check-In Communication Plan**

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**FIELD HAZARD IDENTIFICATION**

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| **Activity Hazard** | **Summary** |
| Strenuous physical activity |  |
| Use of mechanical equipment |  |
| Driving a vehicle |  |
| Driving a vehicle, off-road |  |
| Use of chemicals |  |
| Noise exposure |  |
| Other (indicate) |  |

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| **Field Site Hazard** | **Summary** |
| Hiking over uneven terrain |  |
| Personal security |  |
| Travel to private property |  |
| Limited access to potable drinking water and appropriate food storage |  |
| Animal encounter |  |
| Poisonous Plants encounter |  |
| Camping outdoors |  |
| Work near a road |  |
| Use of fire |  |
| Limited access to reliable means of communication |  |
| Proximity, crossing, or entering a body of water |  |
| Other (indicate) |  |

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| **Weather Hazard** | **Summary** |
| Sun/UV exposure |  |
| Extreme heat |  |
| Extreme cold |  |
| Being outside during a storm |  |
| Other (indicate) |  |

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| **Health Hazard** | **Summary** |
| Work may exacerbate pre-existing health concerns |  |
| Potential for allergic reaction |  |
| Dehydration |  |
| Other (indicate) |  |

**SAFETY INFORMATION**

Measures to control the hazards described above.

**Personal Protective Equipment Required (e.g., clothing, shoes, safety glasses, etc.)**

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**Other Safety Measures (e.g., procedures, additional gear required, preparation prior to trip, etc.)**

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**EMERGENCY RESPONSE PLAN**

**On-Scene Student Expectations**

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**Emergency Communication Instructions**

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**Rally Points**

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**First Aid Kit Location**

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**Situational Response Instructions**

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| **Situation** | **Response** |
| First Aid |  |
| Medical Emergency |  |
| Missing Person |  |
| Vehicle Accident/Break Down |  |
| Other |  |

**INSTRUCTIONS**

This form should be used to communicate hazards and required safety measures to students prior to travel. This completed form should be provided to all students at least two weeks before the field trip date. A copy should be kept by the Instructor and the University Emergency Contact. If you need assistance in identifying hazards and choosing appropriate safety measures or responses contact ESSR.

The **General Information** section provides basic information about the field activities. **Contact Information** should be completed for the instructor and the university emergency contact person. **Field Rules and Expectations** are set by the principle investigator and should cover conduct and site-specific guidelines. For example: *When at the National Park, students are expected to not intentionally damage or disturb vegetation, wildlife, or natural formations.* **Field Activities and Itinerary** should include the scope of the expected work and a schedule of the trip. For example: *Field activities include sampling sand in ten locations (list) along the Chesapeake Bay. The trip will start at 9:00 am 2/4 and will conclude by 5:00 pm 2/5. Lodging on 2/4 will be at a reserved campsite in State Park, tents provided*. Include information on areas that are out of bounds.

The **Field Activity Hazard Identification** section is where all potential hazards that may be present during field activities are identified. The summary should include the scope of the hazard with respect to the field activity. For example, if you select *“Strenuous physical activity”* an appropriate summary could be: *Student will be required to hike 3-5 miles through steep terrain.*

If a hazard is identified, appropriate safety measures to control this hazard should be described in the **Safety Information** section. Use the hazard fact sheets located on our website to help choose safety controls for specific hazards. For example, if you select “*Sun/UV exposure.*” **Personal Protective Equipment** could include *Sunscreen; Sunglasses* and **Other Safety Measures** could include *Breaks will be scheduled to reduce sun exposure and to allow for rehydration*.

Instructors should use the **Emergency Response Plan** section to communicate procedures for responding to various situations to field researchers. **On-scene Student Expectations** should describe what the role of student response should entail. For example: *Students are expected to follow instructions from the instructor or emergency services. Students are expected to stay at the scene unless otherwise dismissed by the instructor or emergency services.* **Emergency Communication Instructions** should include the means, conditions, and order in which to call emergency contacts. For example: *The instructor (indicate) will use personal cell phone call 911 to manage the crisis. After the emergency services handle the crisis, the instructor will contact the university emergency contact, to inform them of situation. The university emergency contact will then contact the student’s emergency contact and appropriate university offices regarding the incident.*  **Rally Points** are designated meeting points in case of emergency. The location of the rally point may vary due to the situation and access to means of communication, so you may have multiple rally points for various incidents. For example: *National Park Ranger Station, American Embassy (address)*. **First Aid Kit Location** is where the researchers can find the first aid kit. **Situational Response Instructions** should describehow the response should be conducted. For example for the First Aid situation: *Have one student notify the instructor of injury/incident while another student stays with the injured student. The instructor will provide basic first aid using the provided first aid kit. If the injury exceeds the capacity of the first aid kit or the training of the instructor, the instructor will call emergency services (911). The instructor should have students stop the field trip activities and gather at rally point (parking lot where department vans are located).*