

# Field Trips

## Guidelines and Procedures



A Tutorial Presented by  
University Risk Management  
Cal Poly Pomona



CAL POLY POMONA

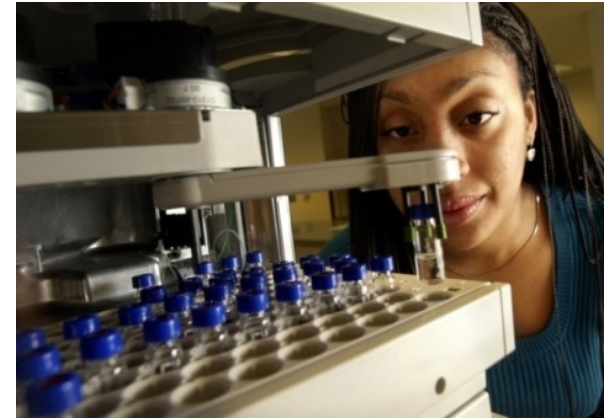
# About this Presentation

- Out-of-classroom learning experiences bring with them certain risks.
- It is impossible to eliminate all risks entirely. However, advance planning and following the administrative steps outlined in this presentation can help minimize the exposures to you, your students, and the university.



# About Field Trips

- Field trips provide unique opportunities for students to engage in learning beyond the classroom, with opportunities for connecting both theory and practice.
- Field trips provide a way for students to contextualize the study of a subject matter or discipline.
- This type of student learning experience is supportive of our polytechnic “Learn by Doing” philosophy.



# Field Trip DEFINED

A field trip is...

- an out-of-classroom, off-campus trip;
- related to an academic course or university sponsored program;
- with the date, time and location selected by the instructor.



# Determining if it's a Field Trip

## EXAMPLE OF A FIELD TRIP

- Enrolled students *meet* faculty member at a museum on a specific date/time, and this meeting is considered a required component of the course.



## EXAMPLE OF WHAT'S *NOT* A FIELD TRIP

- Faculty member asks enrolled students to visit a museum sometime during the academic term. The visit is a course requirement, but the students individually select the date/time for their museum visit and the instructor is not part of the trip.

# Who Can Attend a Field Trip?



- **STUDENTS ENROLLED IN THE CLASS**

Enrolled students in the academic course or university sponsored program for which the field trip is required.

- **CAL POLY POMONA FACULTY & STAFF**

Employees needed to observe or conduct the field trip, who are Authorized to Travel on University Business for this purpose.

## Who can't attend a Field Trip?

- Other than the above, anyone not enrolled in the course is prohibited from attending your field study course/field trip.

# Part I



# Planning the Field Trip

- Step 1 – Selecting the Site
- Step 2 – Field Trip Transportation
- Step 3 – Health & Safety Instructions
- Step 4 – Emergency Planning
- Step 5 – Review Codes of Conduct

# Step 1 - Selecting the Site

- Select the area where the field trip is to be held. Faculty should visit the general area prior to the field trip or demonstrate sufficient knowledge of the area in order to document any potential risks.
- Secure necessary departmental/college approvals, such as your travel form and approval for any required expenditures.
- The Authorization to Travel on State Business (travel form) is to be completed *by the instructor and is not applicable to students*.





# Field Trips Involving Travel Outside of the U.S.



Field trips involving travel outside of the U.S., including trips into Mexico, require additional approvals and insurance.

## CSU EXECUTIVE ORDER NO. 998

- This CSU Executive Order prohibits travel to any country where there is a U.S. State Department “Travel Warning” unless a specific exception is made by the Chancellor.
- Exception requests must be filed with the Provost’s Office a minimum of 30 days in advance of the intended trip date. Contact Marissa Martinez, Executive Assistant to the Provost, Ext. 3933, for assistance. The Provost’s Office coordinates the campus review. Requests endorsed by President Ortiz are then forwarded for review by the Chancellor.

# Insurance for Field Trips Involving Travel Outside of the U.S.



## FOREIGN TRAVEL INSURANCE

- CSU policy requires the purchase of insurance for all international travel, including trips to Mexico. There is a cost for this insurance (both for employees and students), with cost dependent on the country and the length of the trip. Contact Valerie Eberle, Risk Management, Ext. 4846, for details.

## MEXICAN AUTO INSURANCE

- When traveling to Mexico on university/state business which will involve driving, Mexican automobile insurance must be purchased. This insurance can be coordinated through University Risk Management, extension 4846.

## Step 2 Field Trip Transportation

- Field trips should begin and end at the field trip site.
- Have the students meet you at the site
  - They are responsible for their own transportation
  - Just as they are every day to get to/from class
- Provide site location information, but do not direct students to drive, what route to take, what stops to make (when not related to the field trip), etc.
- Students driving their own vehicles to and from an academic field trip site do so at their own expense and their own liability. The university will NOT provide mileage reimbursement.
- Do not organize carpools or caravans to travel to an academic field trip site. Consider arranging for chartered travel services if the nature of the field trip requires it. Contact Procurement & Support Services if chartering transportation.



# Arranging Transportation



- For instances where chartered transportation service (e.g., bus rental) is warranted for a field trip, the field trip is then recommended to begin and end on campus.
- Use only chartered transportation services contracted through Procurement and Support Services.
- Faculty/Departments may not develop or sign a contract for chartered transportation services—only Procurement & Support Services has authorization to develop such contracts.

## Step 3 - Health & Safety Instructions



- Develop health and safety instructions for all participants. These instructions will differ according to the specifics of your field trip activity and location.
- Consider the need for special clothing or equipment that may be required due to site conditions.
- Determine any training needed for field trip participants, including training for safety gear or equipment to be utilized.
- Plan for and accommodate students with disabilities.

# Health & Safety Instructions



- Plan for hazards that could be encountered and mitigation procedures (e.g., Sun Exposure-- sunscreen, hat/clothing to avoid sunburn, water, chap stick, etc.).
- Assess Personal Protective Equipment (PPE) that is available/required and how and when it is to be used.

# Other Health and Safety Topics to Consider



- Physical demands that may be required (e.g., long walks, climbing hills, embankments) where this is likely to be excessive or beyond the capacity of some participants.
- Forbidden/restricted items (e.g., firearms, alcohol, etc.) and forbidden/ restricted behaviors (e.g., rock climbing with ropes, illegal specimen collection, etc.).
- Rules and restrictions specific to the field trip site.

# Health & Safety Assistance



- Environmental Health & Safety (EH&S) is available to provide consultation in developing safety instructions/rules, determining Personal Protective Equipment (PPE) needs, and in identifying hazards.
- Visit the [EH&S Website](#) or you can contact EH&S as follows:
  - Telephone: 909-869-4697
  - Email: [ehs@csupomona.edu](mailto:ehs@csupomona.edu)



## Step 4 - Emergency Planning

- The type of field trip also dictates the level of emergency planning needed. For example, if the trip location is remote, you need to consider the availability of a first aid kit, availability of individuals with first aid skills, and a cell phone or appropriate means of communication in the event emergency aid is needed.
- Confirmation that cell phones will operate from the field trip site should be made in advance so that alternative arrangements can be made if needed.
- Designate a meeting place in case of separation.
- Provide evacuation instructions, etc.



"The only thing tougher than planning for a disaster is explaining why you didn't."

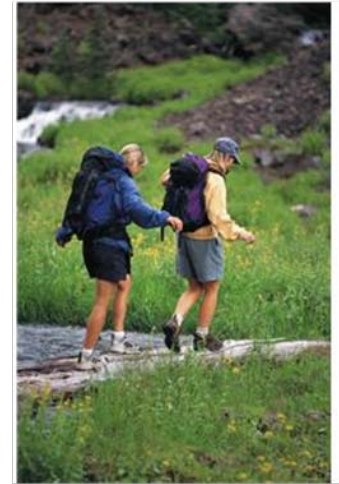
— *Bob Fields, manager of emergency services for Santa Clara County*

# Emergency Planning

- Compile and take with you a list of emergency contacts, including local police, trauma centers, etc. Provide these numbers to field trip participants, along with your emergency contact number.
- In addition to local emergency responders, notify the campus when an emergency occurs during a field trip by contacting University Police Services at 909-869-3070 (24 hours a day, 7 days a week).

# Additional Emergency Planning Information

- Many people enter telephone numbers on their cell phones under the acronym *ICE*, which stands for *In Case of Emergency*. You could suggest that students program your contact number into their phones as *ICE* during the period of the field trip.
- Also determine a protocol for circumstances that may necessitate the supervisor's leaving the group to accompany an injured or ill student.



# Step 5 – Review Codes of Conduct with Field Trip Participants

- Communicate codes of conduct for students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct during “free time.”
- In reviewing permissible conduct rules with students, be sure to include the CSU policy regarding alcohol and chemical substances (i.e., NO alcoholic beverages or chemical substances, except personal prescription medication, shall be transported in any state/university vehicle or personal private vehicle used in support of a university-sponsored activity).
- Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation. Visit [Judicial Affairs Website](#) for details regarding Student Conduct Code and Student Conduct Procedures.

# Part II

## Doing the Paperwork



- Step 5 – Complete and File Your Field Trip Itinerary
- Step 6 – Agreements and Certificates
- Step 7 – Course Syllabus
- Step 8 – Student Travel Release Notice
- Step 9 – Release and Hold Harmless Form
- Step 10 – Participant List & Emergency Contact Information

# Step 5 – Complete and File Your Field Trip Itinerary

## WHEN AND WHERE

- Emergencies, accidents, disasters, and other unforeseen events could make it imperative to know where and when you and your students are traveling while on your field trip.
- Complete a Field Trip Itinerary Form and provide a copy to your department and send one copy to the Dispatch Center in University Police Services (Bldg. 109).
- The form is available on the Risk Management Website at:  
<http://www.csupomona.edu/~rms/pdf/itinerary.pdf>

CAL POLY POMONA		<i>Field Trip Itinerary</i>	
<b>Date(s) of Field Trip</b>			
<b>Class Name/Section Number</b>			
<b>Faculty Information</b>			
Name	Department/College	Cell Number/Contact Information While on Field Trip	
<b>Estimated Travel Timetable and Field Trip Destination(s)</b>			
Estimated Timetable To/From		Destination(s)	

File a copy with:  Academic Department  University Police Services (Attn: Dispatch) Rev. 07/10

# Step 6 - Agreements and Certificates of Insurance



Some field trip sites may require a Use or Lease Agreement be signed. The Agreement may require a Certificate of Insurance be provided.

## **USE OR LEASE AGREEMENT**

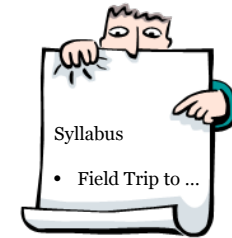
Only Procurement & Support Services can sign an agreement obligating the University. Any lease agreement must be reviewed and signed by Procurement. (Caution: your signing an agreement may make you liable for the terms of the agreement.)

## **CERTIFICATE OF INSURANCE**

Provide a copy of the Use or Lease Agreement when requesting a Certificate of Insurance. The Agreement will speak to the site's insurance requirements for the Certificate.

The Use or Lease Agreement and request for Certificate of Insurance should be submitted to Risk Management with a minimum of 30 days lead time.

## Step 7 – Course Syllabus



- All academic field trips should be clearly identified as such in the course syllabus and discussed at the beginning of the quarter, with detailed information about dates, times, locations, and any risks associated with the field trip.
- Each student will be required to sign a Release and Hold Harmless form (detailed in Step 8). On the syllabus, faculty should note the requirement for students to sign the Release and Hold Harmless form in order to participate in the field trip.



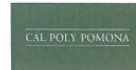
# Step 8 - Student Travel Release Notice

## EACH STUDENT MUST BE GIVEN A STUDENT TRAVEL RELEASE NOTICE

The purpose of the [Student Travel Release Notice](#) is to inform students of potential risks involved with any student travel and that they participate in CSU-affiliated programs which require travel, including field trips, on a voluntary basis and at their own risk.

This notice is available on the Risk Management Website at:

<http://www.csupomona.edu/rms>



California State Polytechnic University, Pomona • 3901 West Temple Avenue, Pomona, CA 91768  
909.869.3019 • Fax 909.869.4541 • www.cpp.edu/~admin-affairs

Office of the Vice President for Administrative Affairs

### Notice to Students: Release, Hold Harmless and Informed Consent Provisions

Dear Cal Poly Pomona Student:

You are currently participating in a California State University-affiliated program which requires air and/or ground transportation.

Air and ground travel involved risks and could result in damage to property, injury to persons, and death. Please be informed that the California State University assumes no liability for damage, injury, and death which may occur during air and/or ground travel required by the California State University-affiliated programs. Your participation in the programs is voluntary, and you participate at your own risk.

Prior to undertaking a CSU-affiliate air and/or ground travel, you will be required to sign a "Release, Hold-Harmless and Informed Consent" statement. Please review the statement carefully before signing it.

Benjamin F. Quillian  
Acting Vice President and CFO  
Administrative Affairs

# Step 9 – Release & Hold Harmless Form

## EACH STUDENT MUST SIGN A RELEASE AND HOLD HARMLESS FORM

- Faculty completes the top of the [Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims \(Release and Hold Harmless Form\)](#), listing any risks specific to the field trip, along with the activity dates, times, and locations.
- Each field trip participant must sign and submit a completed Release and Hold Harmless form. Completed/signed forms are to be retained in the department for two years following the field trip.
- The form is available on the Risk Management Website at: <http://www.csupomona.edu/rms>

Print Form

**RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK  
AND AGREEMENT TO PAY CLAIMS**

*PLEASE PRINT TWO-SIDED.*

Activity: \_\_\_\_\_

Activity Date(s) and Time(s): \_\_\_\_\_

Activity Location(s): \_\_\_\_\_

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California; the Trustees of The California State University; Cal Poly Pomona; and their employees, officers, directors, volunteers and agents (collectively "University") and Cal Poly Pomona Foundation, Inc.; Cal Poly Pomona Associated Students Inc.; and their employees, officers, directors, volunteers and agents (collectively "Auxiliaries") from any and all claims, including claims of the University's and/or Auxiliaries' negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University and/or Auxiliaries harmless from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University and/or Auxiliaries incur any of these types of expenses, I agree to reimburse the University and/or Auxiliaries. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University and/or Auxiliaries from all liability, (b) promising not to sue the University and/or Auxiliaries, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: \_\_\_\_\_

Participant Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

# Release Form & Multiple Field Trips

## USING ONE RELEASE FORM TO COVER MULTIPLE FIELD TRIPS

- If the field trips are similar in risk (e.g., all trips with similar activities) then *one* form can be utilized to cover multiple trips.
- If there are to be multiple field trips with differing risks, a *separate* release is needed for *each* of the different trips. For example, the release to visit a landslide site needs to be separate from the release signed to visit a museum.

# Step 10 - Academic Field Trip Participant List

## EMERGENCY CONTACT INFORMATION NEEDED FOR EACH STUDENT

- Use the [Academic Field Trip Participant List](#) form to obtain the emergency contact information for each student participant.
- Provide a copy to your department and retain one copy to take with you on the field trip.
- At the field trip site, use this copy as a checklist to verify the presence of students at the field trip location. This copy should then be retained in the department for two years following the field trip.
- This form is available on the Risk Management Website at: <http://www.csupomona.edu/rms>

CAL POLY POMONA		Academic Field Trip Participant List		
Field Trip Information				
Department:		College:		
Field Trip Description:		Field Trip Location:		
Begins on (date/time):		Ends on (date/time):		
Faculty/Staff Emergency Contact Name:		Faculty/Staff Emergency Contact Telephone No.:		
Field Trip Participant List				
Participant Name:	In Case of Emergency Contact (Name/Relationship to Participant)	Phone Number	Faculty/Staff to complete this section at the Field Trip Site Is participant listed present at Field Trip Site?	
			YES	NO
1.			<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>
6.			<input type="checkbox"/>	<input type="checkbox"/>
7.			<input type="checkbox"/>	<input type="checkbox"/>
8.			<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>
10.			<input type="checkbox"/>	<input type="checkbox"/>
11.			<input type="checkbox"/>	<input type="checkbox"/>
12.			<input type="checkbox"/>	<input type="checkbox"/>
13.			<input type="checkbox"/>	<input type="checkbox"/>
14.			<input type="checkbox"/>	<input type="checkbox"/>
15.			<input type="checkbox"/>	<input type="checkbox"/>
16.			<input type="checkbox"/>	<input type="checkbox"/>
17.			<input type="checkbox"/>	<input type="checkbox"/>
18.			<input type="checkbox"/>	<input type="checkbox"/>
19.			<input type="checkbox"/>	<input type="checkbox"/>

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# Report of Emergency Contact Information for Students – Coming Soon!

- A report is currently being developed for faculty, similar to the class roster report, that will provide faculty with the emergency contact information listed in PeopleSoft for each of your enrolled students for a specific class.
- When utilizing this report, faculty should prompt students to update their emergency contacts through BroncoDirect. This should be done when you go over the Field Trip information on their course syllabus at the beginning of the quarter. Depending on the timing of your field trip, you might establish a timeline by which students need to update their information so that it will be updated when you run your report.

**CAUTION:** The information contained in the Academic Field Trip Participant List is considered confidential and may only be utilized in the event of an emergency during the field trip that requires immediate notification of the student's emergency contact.

# Check List

## PRINTABLE FIELD TRIP CHECKLIST

- The [Field Trip Checklist](#) is intended for use by Faculty as a review tool for planning a field trip.
- The Checklist was designed to provide you with a succinct list of the steps needed to minimize the exposures to you, your students, and the university, when conducting an academic field trip.
- The form is available on the Risk Management Website at: <http://www.csupomona.edu/rms>

### Field Trip Checklist

#### Field Trip Planning

- Select the field trip site. Secure the necessary department/college approvals, such as your [travel form](#) and approval for any required expenditures. The Authorization to Travel on State Business (travel form) is to be completed by the instructor and is not applicable to students. Faculty should visit the general area prior to the field trip or demonstrate sufficient knowledge of the area in order to document any potential risks.

- Faculty should visit the general area prior to the field trip or demonstrate sufficient knowledge of the area in order to document any potential risks.

Method(s) used to identify risk:  Site Visit  Other (specify):

Document the potential risks identified and, if possible, how they are to be reduced/mitigated:

- If field trip involves foreign travel, check to make sure the proposed country is not on the [U.S. Department of State Travel Warning List](#). CSU policy prohibits travel to a country on this warning list, unless an exception is granted by the Chancellor. Submit exception request to the Provost's Office 30 days in advance of proposed travel to a country on the warning list. Contact Marissa Martinez, Executive Assistant to the Provost, extension 3393, for assistance. The Provost's Office coordinates the campus review. Requests endorsed by President Ortiz are then forwarded for review by the Chancellor.
- If field trip involves travel outside the U.S., check with Risk Management, extension 4846, regarding required Foreign Travel Insurance (cost involved for both faculty and students). Additionally, if your field trip involves driving in Mexico, you are required to purchase Mexican Auto Insurance; this can be coordinated through Risk Management.
- If chartered field trip transportation is warranted, obtain departmental approval and contact Procurement & Support Services. Otherwise, field trip is to begin and end at the field trip site and students are responsible for their own transportation.
- Develop Health & Safety Instructions for all field trip participants. Consider the need for special clothing or equipment that may be required due to site conditions. Determine any training needed for field trip participants, including training for safety gear or equipment to be utilized. Contact [Environmental Health & Safety](#) if you need assistance in identifying hazards or needed safety gear.
- Plan for and accommodate students with disabilities.
- Develop an emergency plan for your field trip. Include first aid provisions, emergency communication needs, list of local emergency contact numbers and sites, evacuation plans, etc.
- Communicate codes of conduct for students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct during "free time." In reviewing permissible conduct rules with students, be sure to include the CSU policy regarding alcohol and chemical substances.

# Additional Information

- [CSU Executive Order 715 \(CSU Risk Management Policy\)](#)
- [CSU Executive Order 998 \(Study Abroad Programs\)](#)
- [CSU Executive Order 1041 \(Student Travel\)](#)

If you have any questions regarding the information provided in this presentation, please:

- Visit the Risk Management Services Website at <http://www.csupomona.edu/~rms>, or
- Contact University Risk Management at extension 4846 or 3727.