

“Emergency preparedness is a team sport.”  
Eric Whitaker



## FIELD TRIP/OUTING PLANNER



**Class/Organization** \_\_\_\_\_ **Number of Attendees** \_\_\_\_\_

(3<sup>rd</sup> Grade, Pathfinders, English Dept., etc.)

**Outing/Destination** \_\_\_\_\_

(Museum, Sea World, Zoo, Yosemite National Park, London, etc.)

**Planned Activities** \_\_\_\_\_

(List all planned activities: museum study, concert, camping, day hike, rock climbing, bicycling, etc.)

TRANSPORTATION	√ All that Apply			NOTES
<b>Public Transportation</b>				
<b>Rental Vehicle</b>				
<b>School/Church Vehicle</b>				
<b>Private (Personal) Auto (Not Recommended)</b>				
<b>Note: A "NO" response may indicate a need for additional safety/risk management measures.</b>				
	YES	NO	N/A	
<b>Qualified Drivers</b>				
<small>(Good driving record/current MVR, Age 21+, valid and current license per type of vehicle, etc. See <i>NAD Working Policy</i>—P50 26)</small>				
<b>Vehicles(s) – Safe, Well-Maintained Condition</b>				
<b>Tires – Proper Size and Rating</b>				
<b>Meet Safe, Legal Tread Wear Limits</b>				
<b>Vehicle Properly Insured</b>				
• <b>Special Vehicle Insurance Coverage (Mexico)</b>				
<b>Fire Extinguisher</b>				
<b>Emergency Road Kit</b> (Reflectors, etc.)				
<b>First Aid Kit</b>				
<b>Seat Belts Required</b>				
<b>Seating and Load Capacity Adhered To</b>				
<b>Transportation in the Back of Open Vehicles</b>				
<b>Prohibited</b> (Pickup Trucks, Flat Beds, etc.)				
<b>Follow-up Vehicles Provided</b> (Bike and Walkathons, etc.)				
<b>ADMINISTRATIVE</b>				
<b>Permission Slips</b>				
<b>Medical Release Forms</b> (Available for all children under 18)				
<b>Volunteer Ministry Forms Signed/Filed</b> (child abuse)				
<b>Activity/Site Approval by Proper Authorities</b> (State/Province, County, City, Fire Marshal, Park Service, etc.)				
<b>Requirements by Proper Authorities Met</b>				
<b>Certificates of Insurance Obtained as Needed</b>				
<b>Accident Medical Insurance</b>				
• <b>Miscellaneous Accident</b>				
• <b>Volunteer Labor Construction</b> (as needed)				
• <b>Short Term Travel</b> (If outside U.S. and Canada)				
<b>Traveler's Advisory Checked</b>				

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<b>Note: A "NO" response may indicate a need for additional safety/risk management measures.</b>				
	YES	NO	N/A	
<b>SUPERVISION</b>				
<b>Adequate Number of Supervisors*</b> (Minimum of two required and at then one for every 10 students or more if activity requires)				<b>Number Required</b> _____
<b>Supervision Qualified for Activity</b>				
<b>First Aid Trained Staff</b>				
<b>Current CPR and Lifeguard Certification</b>				
<b>EMERGENCY PLANNING</b>				
(NOTE: In many regions, <i>weather</i> conditions can change dramatically in a short period of time – clear and warm to blizzard, cool to extreme heat. Check weather advisories and always plan for any potential weather extremes for the area visited.)				
<b>Emergency/Disaster Plan Prepared</b>				
<b>Cellular Phone</b>				
<b>Portable Two-way Radios</b>				
<b>Citizen Band and/or Marine Radio</b>				
<b>AM/FM or Weather Band Radio</b>				
<b>Additional clothing Requirements</b>				
<b>Shelter Requirements</b>				
<b>Emergency Water</b>				
<b>Emergency Food</b>				
<b>Wool or Space Blankets</b>				
<b>Clothing and Equipment Lists Distributed</b>				
<b>ACTIVITY SAFETY</b>				
<b>Safety Equipment Available for All Participants</b> <small>(Life Jackets, Safety Harnesses, Helmets, Knee and Elbow Pads, etc.)</small>				
<b>Safety Equipment Required for All Participants</b>				
<b>Safety Equipment Inspected Before Each Use</b>				
<b>All Work Projects Adhere to OSHA or CCOSH and International Standards</b> <small>(Strongest Shall Be Used)</small>				
<b>All Child Labor Laws Observed</b>				
<b>ADDITIONAL NOTES AND COMMENTS:</b>				

\*See supervision attachment pertaining to examples of supervision requirements for various activities.

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**NOTE:** Safety elements included in this form are suggested as minimal considerations. Other additional measures will generally be required for every activity. The maintenance of safe premises, operations, activities and equipment are the legal responsibility of the insured. Adventist Risk Management assumes no responsibility for the management or control of the insured's premises, operations and activities or for the safety elements or procedures used by the insured. Liability on the park of Adventist Risk Management for loss is hereby disclaimed.

# Field Trip Permission Form

Dear Parent or Guardian,

A field trip has been planned for your child's class. Please read the information at the top of this form, then sign and return the permission slip at the bottom of this form by \_\_\_\_\_.

Field Trip Information:

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time Leaving: \_\_\_\_\_

Time Returning: \_\_\_\_\_

Leaving From: \_\_\_\_\_

Returning To: \_\_\_\_\_

Cost: \_\_\_\_\_

Transportation: \_\_\_\_\_

Sponsor \_\_\_\_\_

Description of Event: (place(s), activities, supervision, other pertinent data)

\_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

*Cut here* ----- *Cut here*

I give permission for \_\_\_\_\_ to attend the

(Student's full name)

\_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_\_

(Name of Event)

(Date)

***I give consent for necessary first aid or any emergency medical attention.***

\_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

(Parent or Legal Guardian's Signature)

On the day of the field trip I, \_\_\_\_\_, can be reached at

Parent's Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ (Name) \_\_\_\_\_ (Relationship to student)

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_