

ACADEMIC FIELD TRIPS

Faculty and Staff Guidelines

Risk Management and Environmental Health & Safety



WHAT IS A FIELD TRIP?

A field trip is an off-campus group learning activity led by a faculty or staff member who travels with the group. This definition does not include off-campus learning activities such as internships or visits to a local museum where a student acts independently of a group assignment. Field trip participants are limited to university faculty, staff, volunteers, and enrolled students. In extraordinary circumstances, a spouse, parent, or child may participate in a field trip due to the length or purpose of the trip with the prior written approval of a Division Head or designee.

FIELD TRIP CHECKLIST (LOCAL AND OUT OF STATE TRAVEL)

- Recognize that UPS 420.105 permits students to opt out of any activity they determine to pose excessive risks.
- List all field trips in the course requirements and on the syllabus.
- Designate a faculty/staff member who will lead, be responsible for and travel on the field trip.
- Visit the field trip site prior to travel or demonstrate.
- sufficient knowledge of the area to identify potential risks.
- Prepare a detailed day-to-day instructional agenda including health and safety.
- Develop a confidential roster of all those traveling on the field trip and a travel itinerary that lists all destinations and alternates if an emergency prevents entry into the original destination. Inform participants what to do during anticipated field trip situations and

during potential emergencies. Keep copies of the roster and itinerary in the department office and send copies to Risk Management prior to traveling.

- Identify any special requirements for participation on the trip - special skills, fitness, certification - as well as any known hazards or dangers on the trip or at the destination that might affect the health and safety of the participant. Ask participant to identify any special needs that might require attention in the field.
- Inform participants of any recommended or required personal protective equipment or supplies.
- Inform participants what to do during anticipated field trip situations and during potential emergencies. Bring a cell phone and charger for emergencies. Bring a first aid kit stocked with supplies useful for the types of injuries likely to occur on the field trip.
- Provide training for any equipment to be used on the trip.
- Communicate codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct during “free time.” Inform participants that the CSU policy and UPS 330.232 do not permit alcoholic beverages or chemical substances, except prescription medication, to be transported in any vehicle on a field trip. Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation.
- Require students to sign the appropriate release of liability. Sample releases are on the EH&S website and the Risk Management website.
- Parental permission is required for any minors participating in the trip.
- Report any accident to Risk Management.
- For more information, refer to information on the EH&S website and the Risk Management website.



FIELD TRIP CHECKLIST (INTERNATIONAL TRAVEL)

In addition to the guidelines for local and out-of-state travel, faculty and staff planning an international trip should take the following actions.

- Require participants to attend at least one orientation meeting.
- Review requirements for out-of-country visa health insurance, immunizations, etc.

- Discuss travel and packing tips, medical and health concerns, modes of transportation, hours of departure, and return.
- Review background information pertaining to carry.
- sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip.
- Provide current health and safety information to participants (i.e., recommended immunizations, viral infections carried by insects, and how to protect themselves against known infectious disease breakouts - check with the World Health Organization). Provide information about emergency medical assistance, emergency evacuation, and repatriation procedures. Review options for medical insurance coverage for foreign travel.
- Identify health and safety products or services that may not be available at overseas locations.
- Require participants to attend at least one orientation meeting at the destination to review information on health and safety, legal, environmental, political, cultural, and religious conditions/customs.

DUTY TO WARN, PROTECT, AND SUPERVISE

Faculty and staff have a duty to warn participants of any known hazards at the field trip site. They must exercise reasonable/ordinary care to protect and supervise students while they are participating in a field trip. However, they have no special duty to protect adult students from their own voluntary actions while on their own personal time. Prudence may dictate setting limits on off-time activities while on a field trip.

DRIVING ON FIELD TRIPS

All drivers designated by the university must meet all the requirements to drive in university business, including:

- Completing defensive driver training.
- Possessing a driver's license is appropriate for the car being driven.
- Having their driving record reviewed by University Police.

When students are responsible for arranging their own transportation to and from a field trip location, **faculty members should not:**

- Specify the type of transportation students should use.
- Arrange transportation for any student.
- Assign any students to drive.
- Organize the students into groups for the purpose of driving with a classmate.
- Attempt to check the driving record or insurance of any proposed driver.

Please contact the Office of Risk Management to review options for insurance coverage when driving in any area outside of the United States. Special guidelines also apply to the use of 12-15 passenger vans on field trips. For more information on driving a university rental or personal vehicle on a field trip, refer to information on the EH&S website and the Risk Management website.



FLYING ON FIELD TRIPS

Travel by air poses unique risks. For this reason, the CSU requires and the university has developed specific releases of liability when travel involves flying. These releases are available on the EH&S website and the Risk Management website.



INSURANCE DOMESTIC TRAVEL

University employees and volunteers traveling domestically on a field trip may be eligible to receive Workers' Compensation benefits that will pay for medical expenses if they are injured or become ill while traveling. CSU Student Travel Accident Insurance may cover medical costs for injuries to students traveling on field trips that are not covered by a personal health plan. Any individual injured or who becomes ill while traveling on a field trip should contact Risk Management.

INTERNATIONAL TRAVEL

The university requires foreign travel liability insurance to be purchased for all international travel on university business. In addition, the university requires that all individuals other than a university employee or volunteer who travel internationally with the university must either provide evidence of personal medical coverage or purchase medical insurance.

Please contact Risk Management to purchase either foreign travel liability insurance or personal medical coverage.

CAMPUS RESOURCES

ENVIRONMENTAL HEALTH AND SAFETY

safety@fullerton.edu

HUMAN RESOURCES

<https://hr.fullerton.edu/contact-us/>

RISK MANAGEMENT

risk@fullerton.edu

TRAVEL OPERATIONS

travel@fullerton.edu

UNIVERSITY POLICE

upd.pio@fullerton.edu

ACCIDENTS, INJURIES, AND ILLNESSES

For any injuries or illnesses requiring more than first aid, call 911 and follow directions. Notify the University and the emergency contacts for the injured/ill participant(s).

If any accident occurs during a field trip, please contact Risk Management. If you are involved in an accident, do not admit fault or make any promises that the University will pay for any damages or give a written or recorded statement to the other party or their representatives without first consulting the University Counsel or the Director of University Risk Management. If any police authority or highway patrol completes an accident report, request the report number.

EMERGENCY: 9-1-1

Dialing 9-1-1 from a campus phone or your cell phone will connect to University Police.