

Standard Field-Trip Procedures

Faculty Document

Department of Natural and Applied Science

Last revised: 27 October 2005

This text should be consulted before any field trip and carried in all field-trip vehicles, along with *Policy for Reserving/Using a University-Owned or Leased Vehicle*.

Emergencies

Contacts

Finley Hospital Emergency Services: 563-589-2460; 563-589-2460; 563-583-2273; 563-589-2566;
or 563-557-2888.
Toll free: 1-800-582-1891

Mercy Hospital Emergency Services: 563-589-9666

UD Student Life: info on student emergency contacts and insurance; 563-589-3113

Renate (Rennie) Root: UD contact for auto insurance claims; 563-589-3846; (cell) 563-543-5353

UD Security: 563-589-3135; 563-580-0444

UD Campus Hotline: 563-589-3434

UD Switchboard: 563-589-3000

DNAS office (Sue): 563-589-3152

Richard Cowart: 563-589-3142

Emergency Procedure

- First Priority: Safety of Field-Trip Participants
 - Determine the nature of the emergency.
 - Deal with any life-threatening emergencies first.
 - Do not hesitate to call the hospital if the situation is beyond your expertise.

- Reporting
 - Contact UD if emergency is severe.
 - Notify the police if vehicles or criminal activity are involved.
 - Complete an incident form as soon as possible.
 - If auto insurance claims are involved, contact Rennie Root at the above number.

General Procedures and Information

- Make sure a first-aid kit is in one of the vehicles on the trip.
- An insurance card should be in any UD-owned vehicle. We carry \$1000 deductible, so if you crash the Suburban, DNAS will have to come up with it.
- Have all students sign a standard UD *Waiver and Release* form prior to the field trip.
- For any multi-day trips, check that all students have a *Field-Trip Policy for Extended Trips* form signed and on file in the DNAS office.
- Review the policy form yourself.
- Before departing, complete a *Vehicle Passenger Information* form.
- Take a cell phone if at all possible. Usually at least one student will have one along.
- Let the DNAS office know your planned itinerary and a way of contacting you.
- Check that all drivers have a photocopy of a valid license on file with the DNAS office. Faxing copies to Rennie Root is a good idea.
- Save receipts for vehicle expenses and turn them into the office for reimbursement.
- If using UD vans, reserve them well in advance. The present rate is \$15 per day *or* 40 cents per mile, whichever is greater.