

College of Education

Procedures for Field Trip Director

Domestic Trips

The *Field Trip Director* is the faculty member “in charge” of the field trip.

Prior to Departure:

1. Give students **written** details of the trip
 - Hand the ITINERARY to students when they are on the bus.
 - Include TIME and LOCATION of departure from University Park and from destination.
 - Give students a MAP of destination.
2. Encourage students to use the “buddy system” while at destination.
3. Encourage students to take cell phones.
4. Consider giving YOUR cell phone # to students so that you can be reached during the day while at your field trip destination.
5. Get cell phone #s of the other faculty who are traveling with you.
6. Exchange cell phone #s with bus driver.
7. Each Faculty must take attendance (your class) prior to departure from University Park and prior to departure from destination.

Faculty must have in their possession at all times:

8. Listing of Students **in your class** who are going on the Field Trip
(*can use Traveler Contact Information form*)
 - Student Name
 - Student Cell phone # (encourage students to take cell phones)
9. Name and Phone # of Person who remains On Campus and can be reached while you are on the field trip.
 - Staff Assistant 814-86x-xxxx (office) and 814-xxx-xxx (home)
 - Department Head 814-86x-xxxx (office) and 814-xxx-xxxx (cell)
 - The On Campus Contact Person(s) must have a complete listing of all students and faculty on the Field Trip including all Emergency Contact information
 - On Campus Contact Person(s) must have Faculty cell phone#

Emergency Protocol:

10. In the event of an emergency (injury, accident) while on the field trip, contact

- 911 for emergency medical assistance, and then report emergency to
- University Police 814-863-1111

11. After you have contacted University Police, contact **one** of the following College personnel to advise them of the situation.

- Gerald Henry – Safety Officer 814-865-2523 (office) and 814-404-6039 (cell)
- Jacqueline Edmondson 814-865-2524 (office) and 814-360-6071 (cell)

UNDER NO CIRCUMSTANCES SHOULD FACULTY CONTACT A STUDENT'S FAMILY OR EMERGENCY CONTACTS.

12. No matter how small the incident, faculty must fill out and file a [*Penn State Incident Report*](#). It will ask for basic information, such as date, time of accident or incident, name of injured person, witnesses, and possible factors of cause.

- If a student is treated, if at all possible, get the name of the medical treatment facility, phone number and the name of the attending physician.
- If police are involved in the situation, ask for a contact number and report number.

Refer to [*University Policy SY03*](#) for more information about how to handle “Emergencies Involving Students”

Frequently Asked Questions:

1. What if a student does not show up to catch the bus home?

- a.** The employee in charge has a responsibility to use prudence to determine the whereabouts of that student. If the student has a cell phone #, try to contact the student to assess the situation. Continue to try to locate the student. If you are unable to contact the student, you should wait a reasonable amount of time (45 minutes to an hour). This will delay the return trip by an hour or more. If you are not able to contact the student and cannot account for the student's whereabouts, contact the University Police at 814-863-1111.
- b.** After contacting the University Police, the employee in charge must contact **one** of the College administrators (Gerald Henry, or Jacqueline Edmondson) to advise them of the situation. Only after contacting the University Police and the College administration, should the faculty in charge and the remainder of the group travel back to campus, or proceed as instructed by the University Police and College administrators. Depending on the circumstances, the University Police may request that one faculty member remain at the field trip location while another employee accompanies the remaining students back to University Park.

2. What type of emergency preparedness or communications are required for field trips?

- a.** Emergency communications should be available at all times on a field trip. A working cell phone is sufficient for this purpose.
- b.** If the field trip is in a remote location, emergency transportation should be available at all times during the field trip.