**CSU Department of Geosciences**

**Checklist for Faculty/TA Field Trip Leads**

* Complete Field Safety Plan document
* Reserve vehicles and address any other logistical details early
* Distribute documents to all students with sufficient time to review and ask questions
* Notify Front Office of trip details and add the trip to the department calendar
* Check-out First Aid Kit and Garmin In-reach device(s) (if needed), and any other necessary equipment from Front Office
* Schedule and hold a pre-field trip meeting with class to reinforce details and expectations (during a class session or at a pre-defined time)

**At pre-trip meeting:**

* Communicate all trip logistics to students, including:
  + Overview of trip plan
    - Location, Meeting point and time, Duration
    - Description of field trip conditions and activities
    - Discuss accommodations in class or individually with students
    - Reiterate student and Faculty/TA responsibilities (refer to Code of Conduct)
  + Safety
    - Review Site Safety Summary document
    - Discuss potential hazards and mitigation (dangerous terrain, snakes, motor vehicles and roadside hazards, train tracks, ticks, etc.) and the location of nearest urgent care; reiterate or update safety awareness in field as appropriate
    - Life-threatening allergies or chronic conditions MUST be reported to at least two people (one being the primary instructor) including relevant treatment protocols
  + Attire and Personal Equipment
    - Proper attire (e.g., layers and footwear), water, sunscreen, lunch, snacks
    - Required personal equipment
  + Field Gear
    - Review gear that will be provided and appropriate equipment care
    - Review gear that students are expected to bring
    - Review options for borrowing field equipment
    - Create field preparation packing list to share (as appropriate)
* Discuss field trip makeup options
  + What is the student responsibility? Are there alternatives?
* Review the reporting procedures (pre-trip, in-field, and post trip)
  + Further details provided in Code of Conduct