

Policy 4-14: Field Trips

The University of Utah Office of Risk & Insurance Services has established policies, guidelines, and procedures to guide the practice of engaging in field trips as part of university-related activities. It is the policy of the College of Architecture + Planning that College faculty, staff, and students follow these policies, guidelines, and procedures fully when undertaking college-sponsored field trips.

1. **Field Trip Guidelines** (from the [Risk & Insurance Services webpage](#))
 - a. Determine who decides whether the trip will be made or canceled, selects the mode of transportation, oversees safety, protection of minors and has a prime responsibility in an emergency.
 - b. Identify any special requirements for participation in the trip, (i.e. special skills, fitness, or certification).
 - c. Anticipate and manage any hazards or dangers on the trip or at the site.
 - d. Obtain departmental approval where appropriate.
 - e. Ask students/participants to advise you of any special disabilities, problems or considerations that may need to be accommodated.
 - f. Obtain a signed Liability/Field Trip Waiver Form and retain these forms within your department or in archives for FOUR years. (Four years equals the Statute of Limitations for personal injury claims - except for minors which would be the age of majority or 18 years plus four).
 - g. Consider the necessity for special clothing or equipment that may be needed because of terrain, weather or other conditions.
 - h. Determine transportation needs such as reservation of vehicles, drivers and site supervision. See the [Auto Insurance Provisions](#).
 - i. Plan for emergencies such as theft, illness, vehicle problems, [weather delays](#), student misconduct or threats to the safety of others. Be prepared, if necessary, to contact local law enforcement (911), department supervisor, UU public relations and/or participant's family. Review the [In Charge of Person Duties and Responsibilities](#).
 - j. Conduct an orientation meeting prior to the field trip to answer questions and inform the participants of the rules of conduct you establish for the trip. Clearly explain when and where the field trip begins and ends.
 - k. Comply with the U's Minors Policy and [Youth Protection and Program](#) information if applicable.
2. **In Charge Person Duties and Responsibilities** (from the [Risk & Insurance Services webpage](#))
 - a. Identify yourself to event participants as the person who is in charge of this event.
 - b. Free yourself from other specific duties so you are able to generally manage all aspects of the event.
 - c. Keep a charged cell phone with you at all times.
 - d. Maintain emergency response and facility maintenance phone numbers.

- e. Be available to handle all emergency situations such as accidents, spills on the floor and unruly participants.
- f. Be prepared to provide first aid to injured persons.
- g. Be prepared to conduct emergency evacuation if necessary.
- h. Provide reasonable accommodations to persons with disabilities.
- i. Answer questions regarding drinking water, access to rest rooms, parking, etc.
- j. Be prepared to cancel outdoor events in case of threatening weather or lightning.
- k. Comply with applicable food handling guidelines, noise ordinances, etc.
- l. Clean up following the event.

3. Waivers

Faculty, students, and staff sponsoring a field trip on behalf of the college or its departments are required to obtain signed waiver forms from each participant prior to the event. Completed forms should be kept on file with the department or unit sponsoring the event.

Forms are available at these links:

U of U Event or Activity

Events that are planned, organized, controlled or supervised by U of U employees or authorized volunteers for adults or minors.

- I. [For Adult Participants 18 & Older \(Word\)](#)
- II. [For Minor Participants 17 & Younger \(Word\)](#)
 - [Spanish Version: Adult Participant 18 & Older \(Word\)](#)
 - [Spanish Version: Minor Participant 17 & Younger \(Word\)](#)

Non-U of U Event or Activity

Events that are planned, organized, controlled or supervised by non-U of U employees or volunteers for events on University property for adults or minors.

- I. [For Adult Participants 18 & Older \(Word\)](#)
- II. [For Minor Participants 17 & Younger \(Word\)](#)

4. International Field Trips

College faculty and staff planning field trips to international destinations must coordinate travel with the [Office of Global Engagement](#) and the [University Learning Abroad Office](#) and comply with the requirements of those units.