

# FIELD TRIP RISK MANAGEMENT PLAN

*To review before all field trips*



<p><b>Be Aware of Potential Risks</b></p>	<p>Examples of common risks:</p> <ul style="list-style-type: none"> <li>• Weather issues (wind, lightning, excessive heat or cold)</li> <li>• Uneven, slick surfaces on trails</li> <li>• Ticks and various biting or stinging insects</li> <li>• Physical exertion, such as from standing for long periods</li> <li>• Possible separation from the group</li> <li>• (Identify other relevant risks for the particular activity)</li> </ul>
<p><b>Resources to Take on Field Trip</b></p>	<p>First Aid kit, with blank VMN incident report forms and VMN/VCE Emergency Card; directions to site with address in case EMT needs it; this field trip risk management plan, cell phone</p>
<p><b>Emergency Contact Information</b></p>	<p><b>EMERGENCY – CALL: 911</b>  <b>*Obtain permission from injured if possible*</b></p> <p>NON-EMERGENCY – CALL: The contact number for your Chapter Advisor that is listed on the VMN/VCE Emergency Card.</p>
<p><b>Risk Management Plan</b></p>	<ul style="list-style-type: none"> <li>• There should be a copy of the VMN/VCE emergency card with every first aid kit and/or field trip leader.</li> <li>• There should be blank incident report forms in the first aid kit and/or with leader. Make sure to fill that out if something does happen. Submit the completed form to your Advisor.</li> <li>• In case of an incident at a specific location, also contact the person at the venue, who should know the site agency’s guidelines.</li> <li>• Stay aware of weather conditions and change plans accordingly.</li> <li>• Make sure that participants have water and stay hydrated.</li> <li>• Don't administer medicines of any kind to another person; you can offer and let them decide to take them.</li> <li>• Ask to make leader aware of any medical conditions (privately, if needed)</li> <li>• First aid - let injured person administer to self, if able.</li> <li>• Make sure to not leave injured person behind on their own - arrange for someone to stay until help arrives.</li> <li>• Keep directions/location of field trip site on you, in case EMT needs it.</li> <li>• Take a cell phone that works - or know someone else with one that works.</li> <li>• Account for everyone going and returning before you leave. If they want to leave early or ride with someone else, make sure they tell you. The buddy system can help with this as well.</li> <li>• Let VMN state program office staff know of any incident, even if a form isn't filled out.</li> <li>• Remind everyone to do tick checks during and after the field trip.</li> </ul>

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