


Policy Name:	OFF-SITE EDUCATIONAL PROGRAMS AND FIELD TRIPS	
Approved By:	President's Council	
Approval Date:	May 9, 2007	
Next Scheduled Renewal Date:		
Policy Holder:	VP, Academic, Students, and International	
Operational Lead:	Registrar and Director of Institutional Research	
Policy Number:	EDU-012	

OFF-SITE EDUCATIONAL PROGRAMS AND FIELD TRIPS POLICY

1.00 POLICY STATEMENT

- 1.1 Coast Mountain College (CMTN) will make provision for the safe and orderly participation of students where programs or field trips are off campus and under the direction of an instructor or faculty member.

2.00 DEFINITIONS

- 2.1 **Field Trips:** Learning activities that support the learning outcomes of a CMTN course of study, under the supervision of an CMTN instructor or faculty member.
- 2.2 **Off-Site Programs:** CMTN program activities which are scheduled and located off campus and within the scope of an approved instructional program.

3.00 PROCEDURES

- 3.1 The department, with the instructor or faculty member, must conduct a risk assessment for any off-campus program or field trip, including consideration of:
- a) site risk assessment of facilities and equipment
 - b) site inspection of program area and potential hazards
 - c) written safety plan, in the case of a remote location
 - d) orientation for students prior to the program outlining potential hazards and risks
 - e) experience and ability level of the students and the necessity for special instruction as part of or prior to the activity
 - f) communications (cell, satellite, VHS) and regular communications protocol
 - g) evacuation plan
 - h) access plan for emergency personnel and facilities
 - i) risk prevention/reduction strategy

- j) first aid – Note Level 3 may be required depending on remoteness of activity and access to medical facilities.

3.2 All transportation must be in accordance with CMTN policy.

4.00 NOTES

4.1 In cases where a program or field trip does not have ready access to medical or emergency services, it is a requirement that a Level 3 First Aid Attendant be on site and an information package (2 pages maximum) be prepared that includes:

- a) a map and detailed description of direction to the program location
- b) the number of students and staff
- c) dates of the program operation
- d) emergency contact number at the off-site location
- e) copies of the Student Field Trip Safety Information Records (see Appendix A).

4.2 All copies of the above will be kept by the Program Coordinator or Faculty Head and the Dean will be advised of the location of the records. Where appropriate, this information will be shared with the local RCMP detachment.

4.3 In cases where there are significant risk management or safety concerns, the Dean and the Vice-President, Finance and Administration must be advised and may withhold approval until all concerns are adequately addressed.

5.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			

APPENDIX A: FIELD TRIP SAFETY INFORMATION STUDENT RECORD

Student Name: _____ **Student Number:** _____

Address: _____ **City:** _____ **Postal Code:** _____

Home Phone Number _____ **Mobile number** _____

E-mail address: _____

Emergency Contact #1: _____

E-mail address: _____ **Cell phone:** _____

Address: _____ **City:** _____

Home phone: _____ **Work phone:** _____

Emergency Contact #2: _____

E-mail address: _____ **Cell phone number if applicable:** _____

Address: _____ **City:** _____

Home phone: _____ **Work phone:** _____

Family Physician: _____ **Phone number:** _____ **BC Health Care**

Number: _____

Please note any medical conditions or concerns that we should be aware of:

Are you on any medications? If so please list them:

Do you have any allergies?

I hereby give consent for Emergency Medical Treatment and permission is given to contact emergency contacts if necessary. All information will remain confidential.

Student Signature

Date