

OFF CAMPUS ACTIVITY & FIELD TRIP EMERGENCY RESPONSE PLAN


This **E**mergency **R**esponse **P**lan will provide guidelines to assist the trip coordinator and field trip participants if an emergency arises. The field trip coordinator should exercise his or her best judgment in order to minimize risk or injury to all participants if an unexpected situation arises that is not addressed in the response plan. Reminder: trip coordinators and participants can always contact Cal Maritime Police Department 707-654-1176 for additional 24/7 support.

TRIP OVERVIEW

Off Campus Activity/Field Trip:		Department	
Trip Location/Address:			
Trip Date(s):	Departure Date	Return Date	
Activity Time(s):	Departure Time	Projected Return Time	
Instructor/Trip Coordinator:		Contact Number while on trip	

EMERGENCY RESPONSE PLAN

Immediately call 911 in all cases involving serious injury or death, multiple injuries, or extensive property damage. The first priority is to care for any injured individuals.

Names and locations of nearby hospitals or other facilities near the final destination that would be able to offer assistance.

HOSPITAL NAME
HOSPITAL ADDRESS

HOSPITAL NAME	HOSPITAL ADDRESS

Remain with any injured student participants, as circumstances permit, until relieved by a responsible individual, such as a family member or emergency medical personnel.

Contact the Department Management (i.e. Department Chair, Dean) Dean as soon as is reasonably possible after the situation has stabilized.

NAME
EMERGENCY CONTACT NUMBER

NAME	EMERGENCY CONTACT NUMBER

Name of a field trip participant who will assume responsibility for carrying out the emergency response plan in the event the trip coordinator is incapacitated. This person should have access to the participants' emergency contact information.

BACKUP TRIP COORDINATOR(S) NAME
CONTACT NUMBER

BACKUP TRIP COORDINATOR(S) NAME	CONTACT NUMBER

Call the Public Information Officer if the situation attracts media attention. All media inquiries should be referred to the Public Information Officer.

UNIVERSITY PUBLIC INFORMATION OFFICER (PIO) CONTACT
CONTACT NUMBER

UNIVERSITY PUBLIC INFORMATION OFFICER (PIO) CONTACT	CONTACT NUMBER

