**School of Science**

**Academic Field Trips**

**Pre-Travel Checklist**

To be completed by the Field Trip Director:

☐ All trips have been approved by the department head (program coordinator).

☐ Risk Management has reviewed all contracts, agreements, or other documents required for the field trip.

☐ All financial commitments have been approved by the department head and the administrative support staff in charge of budgets for the School Science.

☐ The Academic Field Trip Roster has been completed.

* A paper copy of the roster has been submitted to the School of Science
* An electronic copy of the roster has been sent to [sostriproster@psu.edu](mailto:sostriproster@psu.edu)

☐ Police and Safety should be contacted in the event of an emergency.

☐ The trip director will have access to a cell phone for emergencies at all times during the trip.

☐ Appropriate transportation has been arranged and approved by the School of Science for safe travel.

☐ A copy of the emergency protocol will be carried with the group during the trip.

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**EMERGENCY PROTOCOL**

In the event of an emergency (injury or accident) while traveling contact:

1. 911 for emergency medical assistance

then report the emergency to:

1. Campus Police at 814-898-6101
2. School of Science Office 814-898-6105