Field Trip Emergency Information Guidelines

The following represents a set of guidelines for the collection and retention of emergency information related to a University sponsored field trip. This information shall be retained by the Field Trip Supervisor in-charge of the travel. Additionally, an extra copy shall be maintained by another State employee and/or University registered volunteer in the event the primary person becomes incapacitated.

The Emergency Information shall contain one or more of the following elements (those indicated by a "*" are required):

- *Travel participant's emergency contact (name) and phone number [indicate relationship of this contact to travel participant].
- Travel participant's parent and/or legal guardian's name and phone number.
- Any special medical condition and/or medication that the travel participant might require special assistance with in the event they become incapacitated (disclosure is voluntary).
- Travel participant's home address and home phone number.
- Name and location of travel participant's personal physician.
- Identification of physical limitations that the travel participant might have (disclosure is voluntary).

All information shall be maintained as confidential and only released when deemed appropriate based on the circumstances of the disclosure.

The aforementioned elements are intended to be a guide to Field Trip Supervisors and there may be the need to gather additional information beyond those elements shown above.