

FIVE COLLEGES, INCORPORATED
OFFICE OF RISK MANAGEMENT
 Domestic Field Trip Emergency Response Plan

The emergency response plan will provide guidelines to assist the trip coordinator and field trip participants if an emergency arises. The field trip coordinator should exercise their 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.

- 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

- Remain with any injured student participants, as circumstances permit, until relieved by a responsible individual, such as family member, medical personnel, or authorized College personnel.
- Contact the College Dean and Campus Security as soon as reasonably possible after the situation as stabilized.

DEAN NAME	EMERGENCY CONTACT NUMBER
HOME CAMPUS SECURITY DISPATCH NUMBER	

- Name of a field trip participant(s) who will assume responsibility for carrying out the emergency response plan in the event the trip coordinator is incapacitated.

BACKUP TRIP COORDINATOR(S) NAME

- Depending on the trip specifics, additional emergency contact information may be required such as off campus police department, field trip site directors or administrators, Departmental managers, etc.

ADDITIONAL EMERGENCY CONTACTS	EMERGENCY CONTACT NUMBER

If you have any questions or require assistance when developing your emergency response plan, contact the Five College Office of Risk Management at 413.538.2344