DO NOT PRINT ENTIRE DOCUMENT:

Pages 1 & 2 are only for event coordinators.

- Print Page 3 for students traveling with TTP Provided Transportation.

OR

- Print Page 4 for students attending TTP Event but arriving via their own transportation.
Office of Risk Management guidance is designed for UW-Madison sponsored field trips, occurring as part of a UW-Madison course, program, or events involving matriculated students or employees. This does not apply to youth programming.

For guidance on youth programming contact the Office of Youth Protection.

- Obtain approval from your School, College or Divisional Dean, Assistant Dean, Department Chair, or Director.

- Provide proper orientation and training to students.
  i. Review itinerary of the trip.
  ii. Prepare and conduct any necessary training. Note – the amount of training will vary depending on risk associated with the trip. Extended length trips to remote locations having increased hazards will require a greater degree of planning, program development, and training.
  iii. If any trip activities require special skills, equipment, materials, clothing, or other items be sure to provide the necessary orientation.
  iv. Discuss applicable rules of the trip with participants, incorporating any trip-specific rules. University Student Conduct Policies apply while on the UW-Madison sponsored trip.
  v. Discuss logistics of the trip, to include key points such as travel, timely arrival and departure, and unique concerns.
  vi. Determine appropriate ratio of staff to participants.

- Utilize the UW-MADISON FIELD TRIP PARTICIPATION AND EMERGENCY CONTACT FORM sheet (see page 3).

- Maintain a roster of attendees, including contact number and emergency contact information. Check attendance at departure and prior to return.

- Develop an Emergency Plan and incorporate into training/orientation. Emergency Plan developed should include but may not be limited to communications information, 911 use instructions, first aid (providers and kits available) medical care plan (for example where is the closest emergency urgent care center), becoming familiar with local emergency resources prior to trip and planning accordingly. Provide attendees with Program Leader’s contact information for use during the trip.
  i. Important consideration for emergency planning is dependent on how remote your trip will be. Assessment of local emergency care is key part of planning the trip. If remoteness limits immediate care, provisions should be made such as ensuring individuals are trained in first aid and appropriate first aid kits are available on the trip.
  ii. Note UW-Madison Police # 608-264-2677 if necessary.
  iii. For assistance in emergency planning contact UW Emergency Management.
• Become familiar with Accident Forms that can be used in the event of injury during trip to report and document for campus purposes (Worker’s Compensation for UW-Madison Employees, Non-Employee Incident Report, etc.) – See https://businessservices.wisc.edu/managing-risk/injury-and-incident-reporting/.

• Transportation:
  i. When transportation is arranged by the University, all applicable UW-Madison travel, procurement, and fleet policies apply and must be followed.
  ii. All drivers enlisted for the trip must be Driver Authorized through Risk Management. If contracting for transportation, approved vendors must be used (work with your Business Office).
  iii. When arranging transportation, if a participant is not able to travel in the UW-Madison arranged transportation, they shall complete UW-MADISON ALTERNATIVE TRANSPORTATION WAIVER FOR CAMPUS FIELD TRIP form (see page 4).
  iv. If transportation is not arranged by UW-Madison (for example local trip) then instruct attendees on the meeting time and location of trip destination. However, do not arrange transportation via personal vehicles.

• Ensure a department or unit contact is established and available on campus to serve as a liaison to campus resources as needed. For example, your department office or program manager.

• Note - Syllabus may be means of communicating field trip information guidance in advance. This strategy has been utilized successfully by faculty. Risk Management may be contacted to discuss further.

• For trips of higher hazard or risk of concern consult with Risk Management as necessary.

Please contact UW-Madison Risk Management with further questions at riskmgmt@bussvc.wisc.edu.
UNIVERSITY OF WISCONSIN-MADISON
FIELD TRIP PARTICIPATION AND EMERGENCY CONTACT FORM

Provide this form during orientation to all individuals participating in the field trip.

I understand the following apply to my participation in all field trips sponsored by the University of Wisconsin-Madison (“University”) _______________________ (“Program”). I may contact the Faculty or Program Leader with any questions.

1) I grant the University, its employees, agents, and representatives the authority to act in any attempt to safeguard and preserve my health or safety during my participation in the Program including authorizing medical treatment on my behalf and at my expense and returning me home at my own expense for medical treatment or in case of an emergency;

2) I understand that the University encourages me to have appropriate insurance coverage (e.g., personal health insurance, personal automobile coverage, evacuation coverage, etc.) for the entire time of this Program field trip and the University provides no related insurance coverages for Program participants;

3) I agree to conform to all applicable rules and standards of conduct as established by the University;

4) I understand and agree that my participation in this Program may be terminated by the University with no refund of fees if I fail to maintain acceptable standards of conduct as established by the University and I accept responsibility for the costs of returning home if my participation is terminated under these circumstances;

5) I understand and agree that the University may make changes to the Program at any time and for any reason, with or without notice, and that the University shall not be liable for any loss whatsoever to Program participants as a result of such changes;

6) Assumption of Risk. The University of Wisconsin–Madison is committed to maintaining a safe and healthy environment. However, I understand that the Program, by its very nature, includes certain inherent risks and hazards that cannot be eliminated regardless of the care taken to avoid injuries. I hereby expressly assume the risk of injury or harm while participating in this Program and agree to follow all safety and health directions provided. I agree to review any concern with Faculty or Program Leader; and

7) I acknowledge I have read this document, understand, and accept its conditions.

_________________________________________  __________________________________________
Participant’s Name (Print)  Participant’s Phone #

_________________________________________
Participant’s Signature

_________________________________________
Participant’s email address

_________________________________________
Participant’s Emergency Contact Name (Print)  Participant’s Emergency Contact’s Phone Number


**Note:** This form is used when a department has made travel arrangements for an off-campus trip, and is sponsoring the trip, but students are unable to participate in the arranged travel and need to make their own travel arrangements.

It is the understanding of the University of UW-Madison that you have elected to make alternative transportation arrangements and will not participate in the travel arrangements made by UW-Madison as part of the course/off-campus trip entitled ________________________________ on __________________________.

It is, therefore, understood that you accept full responsibility and assume all risk for travel arrangements, travel, and the associated costs. Further, UW-Madison is not responsible for any bodily injury, property damage, costs or other damage or harm that may arise out of these alternative arrangements. UW-Madison provides no insurance coverages related to your personal transportation.

Please affirm your understanding by reading and signing the statement below:

I understand that transportation arrangements to and from are available to me from UW-Madison and I have elected to decline these arrangements. I accept full responsibility for making my own arrangements. In consideration of my choice to voluntarily transport myself, today and on all future dates, I, for myself, my heirs, personal representatives or assigns, agree to defend, hold harmless, indemnify and release the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Madison, from any bodily injury, property damage, or other incident which may arise out of my alternative travel arrangements or any personal time or activities that occur outside of the authorized activities scheduled as part of this UW-Madison off-campus trip. I understand that by agreeing to this clause I am releasing claims and giving up substantial rights, including my right to sue.

Name (print): ________________________________ Date: ______________________

Signature: __________________________________________________________________________

Maintain this form in the Department for one year. In the event of related incident, send form to Risk Management at riskmgmt@bussvc.wisc.edu.