Flow Chart for Planning for Science Field Activities – Part I

1. Include requirements for field activity in course syllabus [1st day of class]

   - Evaluate safety hazards and complete *Hazard Assessment Form(s)* [complete early enough to obtain PPE]

   - Arrange for transportation [contact Lab Technician at least 2 months in advance]

   - Contact Lab Technician to ensure that PPE and supplies will be available [start of semester]

   - Establish safe procedures for conduct of activity and enter activity-specific policies on *Policies for Science Field Activities Form*

   - For POV’s Drivers must sign *Waivers* and provide license/insurance information [submit to EHS before activity]

   - For ACC or Rental Vehicles Arrange for ACC employees as drivers [EHS approval for new drivers takes at least 2 days]

   - Obtain emergency phone numbers for area to be visited [check list on sci_safe Web site]

- Submit *Activity Plan, Hazard Assessment*, & *Policy Forms* and, if needed, *Request for Travel Form* [>15 days if funded, otherwise must arrive in Dean’s office prior to activity]
Flow Chart for Planning for Science Field Activities – Part II

1. Brief participants on requirements for the activity and (optional) hand out a checklist of things to do / items to bring [at least 2 class sessions before activity]

2. Have participants (parents or guardians for minors) sign Science Field Activity Waiver & Release of Liability Form [send signed forms to Dept. Safety Coordinator]

3. Give Policies for Science Field Activities Form to each participant [participants should have these forms during the activity]

4. Have participants sign Emergency Information and Acknowledgement of Responsibilities Form [leader must have these forms during the activity]

5. Obtain current weather information [24 & 2 hours before activity]

6. Give general safety briefing to participants and specific written instructions/directions to drivers [before departure]

7. Give site-specific safety briefing(s) for major hazards [at each stop]

8. Gather first aid kit(s), fire extinguisher(s), flash light(s) and other safety equipment/supplies [day before activity]

9. Submit updated Activity Plan to Department Chair [week following the activity]

10. If needed, submit Travel Voucher and/or Petty Cash Voucher with receipts to Department Chair [week following the activity]

11. Report PPE damage and use of safety supplies to Lab Technician [1st class following activity]

Date: 5/30/06