BIOL TRIP PLAN

Checklist for planning off campus travel

The University of British Columbia is wholly supportive of academic pursuits that entail travel within and outside Canada's borders. This checklist is designed to provide guidance to UBC faculty members and staff who are engaged in teaching and learning opportunities outside the UBC community.

QUICK LINKS

Travel & Field Safety

Trip Plan Form

Generic Informed Consent Form

Resources for Field Safety Planning

Weather and Wildfires

Vehicle Inspection Checklist

Accident Reporting

Instructor Duty Of Care

ADDITIONAL DOCUMENTS to take with you:

- Copy of your Trip Plan
- Class list
- Emergency Numbers

WHERE TO START

Trip Plan
Prepare a trip plan for your course or graduate research travel.
This must be submitted no later than two weeks prior to travel.
Note that the 'submission' on the trip plan site does not send the form to the Department. You must save as .pdf and send to the Department c/o biology.okanagan@ubc.ca

First Aid Kits
Connect with Campus Operations and Risk Management (CORM) at hes.ok@ubc.ca to arrange First Aid kits.

Notify Students
Students need to be informed of when they are going and the location. It is a good idea to inform them of the necessary attire for weather and terrain. This should be done two weeks prior to trip.

Finances
Any financial requirements need to be pre-approved by the Head.

BEFORE LEAVING CAMPUS

Trip plan must be approved
The Head &/or the Associate Head will review your plan.
Your approved trip plan will be returned to you, forwarded to the Associate Dean and Risk Management once approved.

Student Consent Forms
Consent Forms must be submitted to the Department Office a minimum of two days prior to leaving. Collecting them at the site or just before leaving campus is not acceptable. Students who do not submit a trip plan are not permitted to attend.

WHILE IN THE FIELD

Attendance
Attendance tracking must be done at start of the trip and return to ensure all students are accounted for. Return this to the Department to be filled with the signed trip plan.

Student Behaviour & Safety
Have safety talks with students at the start of the trip. Remind students there is no drinking of alcohol or use of drugs on or before the trip.

AFTER THE TRIP

Your approved trip plan, consent &/or medical forms, class lists and any other related documents are stored in the Department office for seven years. If there are any near misses and incidents that should be noted, review the Accident Reporting link, and submit a copy to the Department.