

## **FIELD TRIP CHECKLIST**

- Route and destination checked for potential safety hazards.
- Date checked \_\_\_\_\_
- Send Waiver of Liability to all participants (e-mail or handout). Give any “late comers” time to read it.
- Obtain Emergency contact information from all participants.
- Ensure that all participants are members of KPAC.
- Cell phone.
- First Aid Kit.
- Qualified First Aid person available.
- Meeting place and time given to all participants.
- Received Waiver of Liability from all participants.
- Check for appropriate clothing, footwear (and whistle if possible).
- Describe possible safety hazards.
- Have a flashlight if it’s an evening activity
- Explain the “buddy system” and assist to pair people if necessary.
- Ask for any questions.
- Have fun!!