

Kamloops Photoarts Club

FIELD TRIP GUIDE

Introduction

This *Field Trip Guide* is designed as a ready reference for leaders of field trips. It is intended for use by leaders when planning and leading field trips.

A major consideration for a successful field trip is the safety and well being of the participants.

This guide includes a check-list for field trip leaders.

We suggest that directors and field trip leaders keep the guide handy and add to it from their own experience.

Field Trip Leaders Responsibilities

Planning the trip

- Learn about the area by carrying out a reconnaissance trip if the ground is unfamiliar.
- Provide difficulty rating and estimated trip duration when publishing details of the trip.
- Note any requirements for reservations, fee collections or trespass releases.
- Have in mind an emergency plan in case a participant is taken ill or is injured.
- A First Aid course, including CPR, is highly recommended for trip leaders.

Before the trip begins

- Keep a list of persons and agencies to contact and keep information current.
- Carry a First Aid kit and a cell phone, if possible.
- Be prepared to describe the estimated trip duration to potential participants.
- Choose a meeting place and exact spot where it is safe to congregate.

At the meeting place

- When all participants are assembled, explain the proposed distance and level of difficulty of the trip.
- Ensure participants are members of KPAC and have had time to read and sign the required "Waiver of Liability".
- Non members may not participate in photographic outings or field trips.
- Record a list of trip participants and emergency contact numbers.
- Make sure each participant has the minimum personal essentials, such as appropriate footwear, suitable clothing and a whistle (if possible).

- Describe the purpose of the trip and possible hazards that may be encountered.
- Explain the “buddy” system to minimize the chance of someone wandering off and getting lost.
- Give the trip leaders cell phone number to participants for emergencies.
- Set a meeting place and time to meet in case anyone gets separated.
- Make sure any questions are answered.
- Take a head count before starting out.

During the Trip

- Count heads periodically.
- The leader has the final word on any change of plan and has the responsibility to alter or even abort the trip if deemed advisable.
- Try to keep everyone together and ensure no one lags far behind.

After the trip

- Make sure all participants are accounted for.
- Complete an Incident Report if an accident has occurred.
- Invite comments and suggestions for future trips.
- Note any changes of procedure or equipment for future trips in the area.

Special Situations

Lost persons

If a missing person has not been found after an immediate search, contact the RCMP.

First Aid and Injuries

- It is strongly recommended that all persons planning to lead field trips take a First Aid course. Whenever possible a qualified first aid person should participate in the trip.
- Once an incident with injury or illness occurs, the delegated first aid attendant is considered *in charge of the situation* and makes all decisions regarding patient care and transport until emergency services arrive.
- If there is an injury or illness during a trip take the following steps:
 - a) Secure the site and prevent further injury to the victim and others.
 - b) Evaluate the victim’s condition and decide whether outside help is required.
 - c) If outside help is required and a cell phone is available within service range, call 911. Alternately, and in most instances, send at least two persons for help with the firm command, “you and you – named- , go for help and report back to me.”

- d) Be certain that they can provide a clear account of location, condition of the victim and number in the group.
- e) If a cell phone cannot be used, send at least two people with coinage and details of the victim and situation to find a telephone. At least one should wait at the phone to act as a communication link. Ensure that at least one person returns to the incident scene and advises the trip leader that help is on the way.
- f) Record the time and nature of the incident, the condition of the victim and the type of first aid applied.

Risk Management – Directors’ Responsibilities

Development of an effective field trip organization

It is the responsibility of the Directors to ensure that the club has an effective procedure in place for the planning, scheduling and leadership of any field trips which are specifically authorized by the club.

These should be clearly distinguished from trips which may be undertaken by club members as individuals for which the club will not be responsible.

One individual should be designated to coordinate the field trip policies and implementation.

The Directors should take steps to satisfy themselves that field trip leaders have basic outdoor skills and experience in the areas where they propose to lead field trips.

The Directors should ensure that the club publishes its policy for field trip procedures and makes it available to its field trip leaders.

The Directors should arrange for the details of any field trips authorized by the club to be published with sufficient information so that prospective participants can judge whether it is appropriate for their experience and physical ability.

Incident report

The Directors and the designated field trip coordinator should make sure that full details are recorded for any incident which results in personal injury. It is recommended that the following information be recorded

- Date and time of incident
- Location of incident
- Name of injured person and contact details
- Details of injury or property damage
- Details of treatment (first aid) given and by whom
- Name and contact information of supplier of treatment
- Name and contact details of trip leader
- Names and contact information of any witnesses

First Aid kit

Suggested contents of a trip leader's basic First Aid kit:

- Band-aids
- Triangular bandages (2 or more)
- Adhesive tape and tensor bandage
- Safety pins
- Tweezers
- Scissors
- Non-latex rubber gloves (at least 2 pair)
- Several individually wrapped wound cleaning towelette.
- First Aid handbook

Field Trip Participant Responsibilities

- Arrive at the meeting place on time.
- Bring a signed Waiver of Liability form.
- Have adequate water and a snack.
- Have an accurate watch or time piece
- Dress appropriately for the weather and trip location
- Do not wander off alone.
- If the group splits up for any reason, use the "buddy system".
- Carry a whistle if possible.
- Carry a flashlight if it will be dark
- Comply with all instructions from the trip leader
- If you are dispatched to go and seek help, report back, even if you are thwarted for any reason whatsoever.

Safety while photographing at night or in urban areas

- Always do photography at night or in poor light with a companion. You should never be out alone with a camera if it is dark out. Keep in verbal touch if you are preoccupied. Try to avoid walking alone, even when returning to your car. If you are the last to leave a building and responsible for locking up, try to have someone stay with you. In downtown areas, near bars or liquor stores, alleyways and such it is suggested to travel and practice photography in groups of four or more.
- Walk on streets and open areas, especially well lighted areas. Avoid dark, unlit areas, and especially alleyways as much as possible. Never go off alone in forested areas or in large parks.
- Wear reflective or light colored clothing. It can be difficult for drivers to see someone walking along the roadside, especially in dim areas. Wearing light clothing or reflectors can save your life.
- Carry a cell phone. Make sure you, or a companion, has a cell phone at all times when doing night photography so that you can call 911 if the need arises. Consider carrying a noise maker, whistle or personal alarm.
- Walk on the side of the road opposing traffic, if you must walk in an area where there is no sidewalk.
- Carry a flashlight.
- Walk directly to the nearest house or business if you feel you are being followed by someone either on foot or by vehicle. Call 911 immediately if you feel you are in danger. An alternative is to shout or blow your car horn if you are alone in your automobile.
- To state the mostly obvious, do not photograph outside a casino, bar or other night spot.
- If you are mugged, for your camera, your valuables or equipment, and especially if the assailant has a knife or other weapon, surrender your camera. At the same time note every detail about the person who is robbing you. A camera is not worth your life. (Tip: if your camera has the capability, ensure your name and other copyright information is recorded in your camera menu. Also, record the serial number of your camera and keep that information in a secure place.)
- Always, be very conscious of traffic especially when preoccupied with photography. Do not back up into an oncoming car.
- Read about street photography before you try it out. It is a great tradition in photography but there are some risks involved.

Field Trip Check List

- 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!!

Field Trip Incident Report Form

Person making report: _____

Date: _____ Phone: _____

Date of incident ___/___/___ Time: _____

Weather conditions: _____

Location of incident: _____

Description of incident (state no **opinion** as to cause). Use back of page if more space is required.

Identity of ill, injured, or affected person?

Name: _____

Emergency Contact: _____

Emergency Contact Phone: _____

Description of injury or illness

First aid given: _____

By whom: _____

Were emergency services contacted? Yes___ No ____

If so, who was contacted: Ambulance ___ RCMP ____ other _____

A copy of this report must be submitted to the Club President as soon as possible.