

Pre-Trip Checklist for Instructor/Staff-in-Charge

- ☐ **Weather report verified (NOAA). Communicated to students.**
- ☐ **Student Forms Collected (Duplicates in Packet/ Originals at Office)**
 - ☐ **Health Statement/ Waiver**
 - ☐ **Transportation Forms (if student drivers)**
- ☐ **Review first aid knowledge and skills**
- ☐ **Check the contents of the First Aid and Emergency Field Kit against list of contents.**
- ☐ **Check for additional emergency forms in the kit and/or instructor packet.**
 - ☐ **Emergency Call Guide**
 - ☐ **Lost Student Checklist**
 - ☐ **Field Incident Commander Checklist**
 - ☐ **Runner's Checklist**
 - ☐ **Vehicle Accident Checklist**
 - ☐ **Accident/Incident Report Form**
- ☐ **Check with students regarding special medication, allergies, special limitations**
- ☐ **Trip Planning Sheet Filed with Outdoor Coordinator or OA Manager**
- ☐ **Trip Gear Lists Completed**
- ☐ **Date Submitted _____ by _____**