California State University, Northridge Safety Operational Protocols for Staff and Programs in Outdoor Recreation Department of Recreation & Tourism Management Outdoor Adventures of Associated Students

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 _____