FLINDERS UNIVERSITY OF SOUTH AUSTRALIA
Faculty of Education, Humanities, Law & Theology

FIELD TRIP ITINERARY
A copy of this form should go to nominated Emergency Contact person.

1. Supervisor
   Phone (W)  (H)

2. Telephone number(s) for contact on field trip. ........................................

3. Emergency contacts while on field trip if applicable.
   Nominated Emergency Contact to initiate late return procedures
   phone
   National Parks location ................. phone
   Nearest hospital ................. phone
   Country Fire Service location ................. phone
   Royal Flying Doctor Service location ................. phone
   Police location ................. phone
   Other ................. phone

4. Names of students enclosed or student’s acknowledgment forms attached   yes  no

5. Transport arrangements ...

6. Destination .................

   Date and time of departure .................

8. Expected date and time of return .................

9. Procedure to be followed by nominated Emergency Contact person if field trip is not back at designated time:
   (i) Phone supervisor to ascertain field trip status.
   (ii) Phone student(s) if supervisor not contactable.
   (iii) Phone Security on 8201 2880, Check for returned gear if student(s) not contactable. Check for return of University vehicle.
   (iv) Call emergency services such as police station in field trip area, Coastguard, Park Ranger, land owner, etc.