

Please keep this for reference. You will receive a copy of this form in your field trip notebook.

Field Trip Emergencies and Safety Guidelines

I. If you get separated from the group.

- A. Stay put and in sight. Don't panic. Searchers will be sent to the last place you were seen to pick you up. Don't hitchhike. You are responsible for your safety. Be aware the desert and remote areas attract unstable people who may want to give you a ride. Do not go with them.
- B. If you have a cell phone, use it to call one of the field trip instructors. Please leave a message if there is no answer. In the message say your name clearly, what you're wearing, where you are and what time it is. Their numbers are:

Jan Schultz	805 964-6690
Erin O'Connor	805 471-9013

You may accept assistance from one of the field trip instructors, a Park Ranger, a Highway Patrol Officer or Sheriff. Ask them to take you to the nearest station where you can call.

- C. If searchers cannot locate you within 1 - 2 hours, they will notify 9-1-1 that you have been separated from the group. Please make every effort to reach a phone and notify Emergency Services (9-1-1) of your location.

II. If you have a medical or health emergency or are injured on the trip.

- A. Medics. Contact the field trip medic who is on the field trip to assist you if you become sick or injured. Have all blisters, cuts, and scrapes treated as soon as you get them. If you have a preexisting medical condition, tell one of the medics at the beginning of the trip. If you have medication for the condition, tell the medic where your medication is kept.
- B. Refusal of Medical Assistance. If the medic determines you need first aid treatment, medical assistance and/or medical transport and you refuse it against the advice of a staff member, you may be subject to dismissal from the program and sent home at your own expense. You will be required to sign a Refusal of Medical Assistance form.
- C. Personal Insurance Carrier. Bring your private medical insurance (name, policy number, details, deductibles, etc.) information on the field trip with you. Know how to file a claim when you are out of town. If you have an accident, your personal insurance is your primary insurance. Santa Barbara City College insurance is an extremely limited supplemental policy covering accidents only and not preexisting conditions.

III. SBCC Student Accident and Injury Insurance Coverage Information.

- A. The student is responsible for reporting the accident or injury immediately to an instructor or college official. An accident report must be filled out by the student within 72 hours or upon return from the trip in the Health Services office, SS-170. A claim form for student accident insurance should be submitted not more than 30 days after injury.
- B. It is the student's responsibility to see that bills due to medical services received by them are paid.
- C. SBCC's Accident Insurance Policy is secondary insurance coverage. Thus all bills must first be submitted by the student to their private insurance carrier. If a student does not have primary insurance coverage, he/she must submit an insurance verification form and our insurance will become primary coverage. Eighty to one hundred percent of most usual and customary medical expenses are covered by our insurance plan. (See Accident Insurance Bulletin for coverage outline, available from SBCC staff.) Some medical providers will accept this limited coverage as full payment. Students should inquire with individual providers.
- D. The student is responsible to accurately complete all paperwork and claim forms, bill their primary insurance company, provide primary insurance company explanation of benefits and bring remaining bills to our office. If there is no primary insurance, the student must complete claim forms and bring the original itemized bills. If you fail to complete the above, the claim will not be paid by SBCC's insurance carrier.

<p>SBCC Nurse Susan Broderick, R.N. Director, Health Service & Wellness Program Phone: (805) 965-0581, ext. 2298 Office: SS-170</p>
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- E. SBCC's coverage can only pay for acute accidental injuries. It is unable to pay for chronic, reoccurring injuries or illnesses or conditions not related to a specific accident.
- F. There is a \$50.00 deductible on all claims without private primary insurance policy coverage.

Safety Guidelines

On the bus/van. Please be considerate of those around you. Keep all body parts inside the bus/van. When getting off the bus/van, stay close to the side of the road and follow the instructions given by the staff.

Off the bus/van. Stay with the group. Do not walk on or cross roadways unless instructed by the staff. Look both ways before crossing the street!

Don't get left behind. Identify a person to be your buddy who will note your presence after each stop. Do the same for him/her. If your buddy is not on the bus/van, notify your bus driver immediately. Do not switch vehicles during the day without permission of an instructor. If you do get separated from the group, see the **Field Trip Emergencies** handout in your notebook.

Medical conditions: If you have a pre-existing medical condition, known allergic reactions, or other possible medical problems, please consult with your physician prior to departure, and follow his recommendations. If you are on prescription medication, bring an ample supply in a labeled pharmacy container, and an extra prescription if necessary. Alert the medic to any potential medical problems or pre-existing conditions as soon as is feasible. Also alert an instructor if you have any food allergies.

Heat, Cold, and Altitude. If you have difficulties with the heat, cold, or altitude, see a field trip medic right away. Seek assistance from the staff if you need additional clothing or blankets to keep warm. Wear a hat and sunscreen. Drink plenty of water.

Hiking. At lecture stops and in camp, do not exhibit your hiking and rock-climbing skill. Such activities invite injury to you and to others. Injuries affect the entire group.

Reckless Activities. Please refrain from activities that have potential risk of injury to yourself and other including acrobatics, jumping and diving in swimming pools, rock throwing, etc.

Insects and Reptiles. Be aware that when you pick up or sit on any rock, log, or the ground, you may be disturbing the happy home of native dwellers such as spiders, scorpions, ants, or reptiles.

Kitchen Area. The kitchen area is for the food preparers and support personnel. Please stay out of this area and away from stoves. Do not use it as a walk-through area.

Work Crew Assignments. When you are on KP, handle sharp instruments with care. If you get cut, see a medic immediately. Be careful with scalding water.

Loading Luggage. All students are expected to load and unload camping gear. If you have a condition or previous injury that prevents you from doing so, please ask a friend to handle your gear.

Using Lanterns. Be sure you are fully knowledgeable about handling propane-fueled lanterns and other field equipment before using them. If you wish to use a lantern for nighttime study and do not know how to light and use one, please ask for help from one of the staff. Do not use propane lanterns inside tents or lean-tos.

Flashlights. Carry a flashlight with you in the evenings and mornings.

Closed-toed shoes. In camp, please wear close-toes shoes at all times. Many injuries, foot lacerations, thorns, etc. occur due to improper footwear.

Campfires. If there is a group campfire, please use caution around it. Be aware that loose or billowing clothing may catch fire. No personal campfires, please.

Vehicle Repair. In the event a field trip vehicle breaks down on the trip, you are not to help in any way to move or repair the disabled vehicle including fixing flat tires, etc. We have support personnel on the trip to take care of problems.