



Educate Wild! Field Course Risk Management Planning Worksheet

Course: _____ Destination: _____ Dates: _____

Step 1. What are the course learning outcomes (goals) that you plan to address on this field trip/course?

- Goal 1. _____
 Goal 2. _____
 Goal 3. _____

Step 2. Identify Risks: Activity #1 or Field Site #1		Step 4. How to proceed?	Step 5. How will you manage risk?
Environmental Factors at the field site: <ul style="list-style-type: none"> • Terrain (cliffs, loose rocks, etc.) • Weather (lightning, cold/heat, etc.) • Water (lakes, rivers, ocean, etc.) • Animals (bears, snakes, bees, etc.) • Plants (poison ivy/oak, cacti, etc.) • Regional Considerations 		How to proceed with risks? Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage	How will you reduce/manage risk? <ul style="list-style-type: none"> • • • • • •
Human Factors related to your students: <ul style="list-style-type: none"> • Age / expected maturity • Level of field/camping experience • General fitness level • Specific medical / allergy concerns • Who are my leaders? • Who am I concerned about? 		How to proceed with risks? Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage	How will you reduce/manage risk? <ul style="list-style-type: none"> • • • • • •
Briefly describe the planned activity: _____			
Anticipated Activity Risks : <ul style="list-style-type: none"> • • • • 	Meets Goal	How to proceed? Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage Avoid – Reduce – Manage	How will you reduce/manage risk? <ul style="list-style-type: none"> • • • •
Risk = Environment x Human x Activity	Relative Risk		
Step 3. Assess Risks: Consider the learning outcomes and overall risk of this activity; is it worth the risk? Yes - Yes, but only if we can mitigate risks - No If the activity is deemed worth the risk, revisit each of the risk factors listed and note how you can reduce the inherent risk.			

Step 6. Note additional medical supplies / safety gear needed based on risks:

- _____
- _____
- _____

Step 7. Compile information about Field Site #1:

- **Emergency Phone Number:** _____ **Type:** Sherriff - Ranger - Search & Rescue - EMS
- **Emergency Phone Number:** _____ **Type:** Sherriff - Ranger - Search & Rescue - EMS
- **Nearest Medical Facility Address:** _____ **Phone:** _____ **Hours:** _____
- **Local contact/s:** _____
- Local contacts may include: automobile towing company, auto mechanic, local physician, local pharmacy, friend/colleague who lives/works in the area, embassy (international work), etc.

Identify Risks: Activity #2 or Field Site #2			
Environmental Factors at the field site: <ul style="list-style-type: none"> • Terrain (cliffs, loose rocks, etc.) • Weather (lightning, cold/heat, etc.) • Water (lakes, rivers, ocean, etc.) • Animals (bears, snakes, bees, etc.) • Plants (poison ivy/oak, cacti, etc.) • Regional Considerations 	Avoid/Reduce/Manage		Considerations for the field
Human Factors related to your students: <ul style="list-style-type: none"> • Age / expected maturity • Level of field/camping experience • General fitness level • Specific medical / allergy concerns • Who are my student leaders? • Who am I concerned about? 	Avoid/Reduce/Manage		Considerations for the field
Briefly describe the planned activity:			
Anticipated Activity Risks : <ul style="list-style-type: none"> • • • • 	Meets Goal No.	Avoid/Reduce/Manage	Considerations for the field
Relative Risk = Environment x Human x Activity	Relative Risk		
Assess Risks: Consider the learning outcomes and overall risk of this activity; is it worth the risk? Yes - Yes, but only if we can mitigate risks - No If the activity is deemed worth the risk, revisit each of the risk factors listed and note how you can reduce the inherent risk.			

Field Site #2 Information:

- **Emergency Phone Number:** _____ **Type:** Sherriff - Ranger - Search & Rescue - EMS
- **Emergency Phone Number:** _____ **Type:** Sherriff - Ranger - Search & Rescue - EMS
- **Nearest Medical Facility Address:** _____ **Phone:** _____ **Hours:** _____
- **Local contact/s:** _____

This free planning worksheet was created by: Angie Moline, PhD for *RM101: Introduction to Risk Management* and Educate Wild!

For more planning templates, teaching resources, and support for outdoor learning go to EducateWild.com and see Educate-Wild.Teachable.com for online staff, faculty, and administrator training opportunities.