

TRIP INFORMATION FORM

FILE A TRIP INFORMATION FORM IF YOUR TRIP MEETS TRIP REPORTING PROTOCOLS

BEFORE LEAVING CAMPUS: Send an electronic copy of this form to dITripReports@northland.edu. Take a copy with you.

UPON RETURN TO CAMPUS: Call **Campus Safety at 715-682-1399**. Provide the Trip Leader's name and Class or Trip Title.

EMERGENCY RESPONSE ACTIVATION: If you have not contacted Campus Safety within 3 hours after your intended return time we will initiate procedures to locate your group. If your return is delayed, call Campus Safety at 715-682-1399 to update your intended return time.

Leader name:					
Cell phone #		Home phone #		Office phone #	
Assistant name:					
Cell phone #			Home phone #		
Class name and number or Trip Title:					
Departure Date:			Intended Departure Time:		
Return Date:			Intended Return Time:		
First and Last Names of all Students (Please Print)					
1		2			
3		4			
5		6			
7		8			
9		10			
11		12			
13		14			
15		16			
17		18			
19		20			
21		22			

Emergency Contacts and Phone Numbers at intended destination: (e.g. host organization, land management agency, county sheriff, search and rescue, satellite phone numbers, local emergency medical services) **Add more as needed.**

Contact name:		Organization name:	
Work	Cell	Home	
Contact name:		Organization name:	
Work	Cell	Home	
Contact name:		Organization name:	
Work	Cell	Home	

Northland College contact information: Provide the name and contact information of a member of the faculty or staff in your program who is knowledgeable of your trip plans.

Northland College program contact name:		
Office ext.	Cell	Home

Provide a Brief Description of your Trip:

Provide a daily itinerary with travel route and contact information at nightly destinations:

Other pertinent information: Provide any information that would be helpful in event of an emergency (e.g. names of others traveling with you, license numbers for personal vehicles, map names for backcountry travel courses, types of communication or locator devices carried for use in remote areas, level of readiness for extended stay in remote areas, etc.)