

OFF Campus Emergency Contacts Form

*Use this form for both day and overnight off-campus trips. Submit to* *fieldcourse@prescott.edu* *prior to departure.*

*For overnight trips, and local trips involving public lands, ensure that you have updated and submitted the* ***Itinerary and Course Area Emergency Information Form*** *to* *fieldcourse@prescott.edu* *beforehand. These must be submitted in conjunction with this form. All itineraries taking place outside of local activity sites must include an overview map with complete itinerary information (e.g. trailheads, campsites and/or activity sites, put-ins, take-outs, and other pertinent information).*

# Course Information

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| Today’s Date |  |
| Course Name |  |
| Program/Department  |  |
| Main Phone Number for Course in Case of Emergency |  |
| Destination or Course Area/Route |  |
| Departure Date + Time |  |
| Estimated Return Date + Time  |  |
| Check-in Date/Time/Plan *if applicable*  |  |

# Instructor Information

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| Instructor Name |  |
| Phone |  |
| Emergency Contact  |  |
| Emergency Contact Phone  |  |
| Relationship to You |  |

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| Instructor Name |  |
| Phone |  |
| Emergency Contact  |  |
| Emergency Contact Phone  |  |
| Relationship to You |  |

**III. Student/Participant Information**

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