



Prescott College

For the Liberal Arts, the Environment, and Social Responsibility

## OFF Campus Emergency Contacts Form

Use this form for both day and overnight off-campus trips. Submit to [fieldcourse@prescott.edu](mailto: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](mailto: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).

### I. Course Information

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 <i>if applicable</i>	

### II. Instructor Information

Instructor Name	
Phone	
Emergency Contact	
Emergency Contact Phone	
Relationship to You	

Instructor Name	
Phone	
Emergency Contact	
Emergency Contact Phone	
Relationship to You	

### III. Student/Participant Information

Name	
Phone	
Emergency Contact	
Emergency Contact Phone	
Relationship to You	

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