

**Detailed field trip program**

<b>Field trip program</b>	
<b>Title of the field trip</b>	
<b>Destination</b>	
<b>Field trip leader</b>	
<b>Date</b>	
<b>Accommodation</b> <i>(Address, Phone)</i>	
<b>Meeting place</b> <i>(Date, Time, Location)</i>	
<b>Further information</b>	
<b>Further details (if applicable)</b>	
<b>Daily/weekly program</b> <i>(incl. start and end times)</i>	
<b>Location, area</b> <i>(Name all different locations, if applicable)</i>	
<b>Description of the field trip characteristics</b> <i>(e.g. visiting, hiking, excavation, surveying, etc.)</i>	
<b>Requirements for participation</b> <i>(e.g. special requirements, special physical requirements)</i>	
<b>Required weather conditions</b>	

**b.) Equipment list for the participants**

For field trips, clothing and equipment adapted to the terrain and weather conditions is required. Personal protective equipment (PPE) must be provided by the University of Cologne whenever an activity at a place of study or workplace requires it.

<b>Personal Protective Equipment (PPE)</b>		<b>Clothing</b>	
<b>Technical equipment</b>		<b>Special equipment</b>	

**c.) Complete attendance list**

On the basis of the registration list or enrolments, an attendance check will be carried out and reported back to the project leader and the coordinator.

**List of participants**

**Field trip:** \_\_\_\_\_ **Date:** \_\_\_\_\_

No.	Name	Address	Please tick the appropriate box			Further information
			Student (Matriculation No.)	Guest	Employee	

**d.) Availability list for group/institute secretariat**

The project leader or the coordinator must be provided with a complete list of contacts with the names of the field trip leader and any accompanying persons (co-field trip leader, student assistants etc.).

<b>Contact information</b>	
<b>Title of the field trip</b>	
<b>Destination</b>	
<b>Date</b> <i>(date of arrival, number of days, date of departure)</i>	
<b>Accommodation</b> <i>(address, telephone)</i>	
<b>Field trip leader</b> <i>(Surname, first name, telephone)</i>	
<b>Co-field trip leader or accompanying person</b> <i>(Surname, first name, telephone)</i>	

**e.) Emergency numbers**

For each location of the field trip, a list of emergency numbers must be drawn up.  
The following applies to Germany:

<b>Germany Emergency numbers in general</b>	
112	Emergency calls (emergency doctor, rescue service, fire brigade, mountain rescue)
110	Police
089 20 4000	ADAC Roadside Assistance (Domestic)
089 22 22 22	ADAC Roadside Assistance (abroad)
030 192 40	Poison Control Center Berlin, Charité 145 –
0800 1110111	Telephone counselling
030 5000 0	External Office (Emergencies)
<b>If necessary, other special emergency numbers for the field trip</b>	