UVic Field School Planning Workflow:

The steps below represent the activities and estimated timelines that should be followed in the development of a Field School. Depending on the nature of the field school, these activities and timelines may look different and/or happen concurrently based on need.

- **Step 1: Academic Approvals are in place.**

  **Timeline Allowance for Steps 2-4: One year – 6 months in advance of travel**

- **Step 2: Logistics Feasibility/Planning**
- **Step 3: Optional: Meeting with Risk & OHSE on FSP Process** (email ofcampus@uvic.ca)
- **Step 4: Booking: Hotels/Vehicles/Transportation/Partners (long lead time items)**
  a. Note: UVic Purchasing supports arrangement of these items and will consult with UVic stakeholders on vendors.

  **Timeline Allowance for Step 5: Three - 6 months in advance of travel**

- **Step 5: Document Development:**
  b. Program Information
  c. Application Forms
  d. Waivers / Informed Consents (Email waivers@uvic.ca)
  e. Code of Conduct

  **Timeline Allowance for Steps 6- 9: One – 3 months in advance of travel**

- **Step 6: Draft Field Safety Plan Developed**
  a. OHSE/Risk Review & Feedback (send to ofcampus@uvic.ca)

- **Step 7: Call for Participants**

- **Step 8: Information Session for Prospective Participants**
  b. Program Information
  c. Discuss Program Logistics / Risks
    i. International SOS travel registry/info (International Trips)

- **Step 9: Participants Selection**

  **Timeline Allowance for Steps 10 - 12: One month prior to travel**

- **Step 10: Collect Travel Related Documents**
  a. Participant Emergency Contact Information
  b. Relevant Allergy/Medical Information
  c. Emergency Travel Medical Insurance (International)

- **Step 11: Finalizing Field Safety Plan**
- **Step 12: Student Pre-Departure Meeting/Orientation**
  d. Finalize Program Information, students to complete online UVic pre-departure orientation
  e. Discuss & address any outstanding Program Logistics/Risks/Safety

**Step 13: Travel – Embark on Field School**