



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

TEACHING & LEARNING
INNOVATION

Fieldwork Communication & Emergency Contact Guide

Instructors:

Before planning a fieldwork experience for students, [review this checklist](#) for off-campus experiences. Prior to students departing for a fieldwork experience, fill out all of the information below as well as the first six columns on the contact information chart for fieldwork experiences (next page). Finally, assist students in completing their communication guide with the correct contact information to take into the field.

Field Contact Name: _____

Field Contact Phone Number: _____

Department Head Name: _____

Department Head Phone Number: _____

Associate Dean Name: _____

Associate Dean Phone Number: _____

If students call you because of a car accident, injury or other emergency, or COVID-19 symptoms,

- Confirm that students are safe.
- Make sure students have followed the appropriate steps listed on their communication form.
- Call your Department Head to apprise them of the situation.
- If you are not able to get in contact with your department head, call your Associate Dean.
- Call and alert your field contact about the incident if they were not already involved.
- **In the case of a medical emergency, call the student's emergency contact immediately, before contacting your Department Head.**

