



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

TEACHING & LEARNING
INNOVATION

Student Communication and Emergency Contact Guide

Students:

Prior to embarking on your fieldwork experience, ensure that you have all of the following contact information. Carry a hard copy of this guide with you into the field.

Instructor name _____
Instructor phone number: _____

Field contact name: _____
Field contact phone number: _____

Fieldwork partner name: _____
Fieldwork partner phone number: _____

Additional fieldwork group member names and phone numbers:

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Required Communication

You will need to contact your instructor via text or phone call when you and your partner

1. Are departing campus or your off-campus residence for your fieldwork experience
2. Have arrived at the fieldwork site
3. Depart the fieldwork site
4. Arrive back on campus or at your off-campus residence

Additional Instructions for Incidents

If any of the following incidents occur while in the field or traveling to and from the field, follow the steps below. Please note that these steps are in addition to the steps above.

If you are in a car accident:

1. Check on all passengers in the car and any other vehicles involved. If you or anyone needs emergency assistance, call 911.
2. Find the “[Auto Accident Reporting Instructions](#)” in the vehicle and follow those steps
3. Call your instructor or graduate assistant
4. If the accident is minor and occurs on the way to the fieldwork site, you may continue with the experience

If your partner gets injured or there is an emergency:

1. Check on your partner. If you or they need emergency assistance, call 911
2. Call your field contact and ask them to come assist you and your partner
3. Call your instructor as soon as you feel safe enough to do so
4. Depart the field site as soon as everyone is safe to do so even if you have not completed your assigned work

If you develop COVID-19 symptoms while in the field:

1. Call your instructor or GA to let them know
2. Depart the fieldwork site immediately even if you have not completed your assigned work
3. Once you’ve arrived back on campus or at your off-campus residence, complete the university’s [self-isolation form](#) and consider [getting tested for COVID-19](#)