

**UNIVERSITY OF CALGARY** | VP SERVICES | Environment, Health and Safety

**Field Safety Post-Trip Debrief Procedure and Template**

**EHSMS Element:** Field Safety

**Document Number:** EHSMS-ST-0001-PR-04

**Document Custodian:** Environment, Health and Safety

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| **Change Control** | | |
| **Version** | **Description** | **Effective Date** |
| 2 | Author’s alterations based on end user feedback. | 2022.11.02 |
| 1 | Document published | 2022.09.06 |

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# 5. POST-TRIP DEBRIEF

A post-trip team meeting to review the Pre-Trip Plan and all FLHA on-site daily briefings is to be conducted. This meeting provides the opportunity to share lessons learned and discuss opportunities for improvement. It is recommended that lessons learned be documented so that these details are available for future similar trips.

Meet with all participants as a group to discuss the challenges, successes, and opportunities to improve future field trips. Participants should consider the pre-planning and communication processes, travel, on site activities, etc. Use the Post-Trip Debrief Agenda and template below to help guide and capture this conversation.

# Field Schools where meeting with all participants is not a viable option:

Option A: Provide a survey based on the agenda items below to be completed by all participants. Option B: Include question 8 and 9 (or similar questions) in an existing program / school trip related survey.

|  |  |  |  |
| --- | --- | --- | --- |
| Trip Name: Click or tap here to enter text. | | | Supervisor: Click or tap here to  enter text. |
| Date of Meeting: Click or tap here to enter  text. | | Survey Completion Deadline Date: Click or tap here to  enter text. | |
| **Agenda** | | | |
| **1** | Did participants feel well prepared for the trip?  a) If not, how can this be improved? | | |
| Comments: Click or tap here to enter text. | | | |
| **2** | Did everyone have all the equipment and materials necessary to participate fully and safely? | | |
| Comments: Click or tap here to enter text. | | | |
| **3** | Were the time restraints and workload appropriate?  a) If not, what could be improved? | | |
| Comments: Click or tap here to enter text. | | | |
| **4** | Were the objectives and goals of the trip met? | | |
| Comments: Click or tap here to enter text. | | | |
| **5** | What went well and what can be learned from that? | | |
| Comments: Click or tap here to enter text. | | | |
| **6** | What could be improved upon? | | |
| Comments: Click or tap here to enter text. | | | |
| **7** | What experience had the most impact for participants? | | |
| Comments: Click or tap here to enter text. | | | |
| **8** | Did all participants feel safe and supported (physically, mentally, emotionally, psychologically, spiritually) throughout the trip?  a) If not, discuss to identify areas of concern and opportunities for improvement. | | |

|  |  |
| --- | --- |
|  | b) Provide alternative options for private or anonymous commenting. |
| Comments: Click or tap here to enter text. | |
| **9** | Review of any incidents or near miss events and lessons learned. |
| Comments: Click or tap here to enter text. | |
| **10** | Other activity related questions: |
| Comments: Click or tap here to enter text. | |
| **11** | Please provide your name and email address if you like to be included in further discussion about your field experience: Click or tap here to enter text. |

If possible, collect the names of all participants who participated in the post trip debrief meeting or who provided feedback via a survey in case further clarification or discussion is warranted.

|  |  |  |
| --- | --- | --- |
| **Participant’s Name** | **Participant’s Name** | **Participant’s Name** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |
|  |  |  |

Summarized feedback from the Post-Trip Debrief meeting and / or surveys are to be uploaded to the trip file to ensure details are available for review and implementation for future similar trips.

For more information contact:

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