



FIELD TRIP EMERGENCY PLAN

Prior to departure:

- The staff member in charge shall ensure that all other staff members and chaperones have received a list of contact numbers (Cell phones, radios) for each of the adults on the trip.
- The staff member in charge shall ensure that all adults supervising students have received a copy of any information containing special needs as well as the emergency contact information for each student they will supervise.

In the case of an injury or illness requiring immediate medical care, 911 will be contacted.

- The staff member in charge will be notified immediately of the emergency.
- The staff member in charge will ensure that emergency medical care or first aid care is applied.
- Contact will be made with the school district by phone or radio to report all emergencies:

Primary Contact Name: _____ Phone: _____

Cell Phone: _____ Radio: _____

Secondary Contact Name: _____ Phone: _____

Cell Phone: _____ Radio: _____

- Contact will be made with the parent of any injured/ill student immediately by the staff member in charge.
- At least one staff member will remain with the injured/ill individual at all times.

Throughout the emergency:

THE SAFETY OF & ACCOUNTING FOR EVERY STUDENT WILL REMAIN A PRIORITY

- The staff member in charge will issue directions for all students and chaperones to be gathered and accounted for.
- All adults will receive directions from the staff member in charge or designated person in charge regarding the management of the remaining students/chaperones on the trip.

Upon return to the school:

- All school staff members will document their recollection of the events upon return to the school site and submit them to the school site administrator.