



**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.