

## Field Trip Emergency Management Procedures Checklist

### Prior to Leaving on the Trip

- Ensure all students have returned a permission slip prior to being allowed to attend the field trip.
- Create a list of all students, staff members, and chaperones that are going on the trip, including emergency contact information.
  - One copy should be kept at the school and one should be taken on the trip.
  - If more than one vehicle is taken on the trip, participants should be listed by the vehicle in which they are riding. A full listing should be kept in each vehicle.
- Contact the School Nurse. Are there any children with medical considerations in which a staff member should be designated to assist with in the event of an emergency?
- Driving directions should be determined prior to the trip to ensure routes are open.
  - The driving route should be provided to the transportation department and the principal prior to leaving on the trip.
- Preventative maintenance should be performed on the vehicles prior to the trip to ensure the vehicles are in good working order. Normal bus inspections should be conducted per district requirements prior to, during, and after the trip.
- At least one cell phone should be available for use during the trip. If multiple vehicles are being taken, a cell phone should be available in each vehicle.
- Cell phone numbers should be provided by the chaperones to the school prior to leaving on the trip.

### During the Trip

- If students will be broken up in groups with a chaperone once they have arrived at the destination, chaperones should provide cell phone numbers to each other. Walkie-talkies may also be considered to allow for communication.
- If the group will not stay together during the trip, a meeting time and place should be determined to provide to the group prior to separating, along with emergency contact information.
- Any changes to the driving route while on the trip should be provided to transportation dispatch, or if after hours, the designated field trip contact should be notified.
- If students will be arriving back late, transportation dispatch should be notified as soon as possible, or if after hours, the designated field trip contact should be notified.

### If an Incident Occurs:

- Contact emergency services if necessary.
- If it is a vehicular accident, contact the transportation department and fill out an accident form.
- If it is any other accident, contact the designated field trip contact immediately and record information about the incident. An accident report should be filled out once back at the school.