



Field Trips - Emergency Plan and Procedures

A list of school personnel that will not be on the trip will be created prior to leaving campus.

This list will include at least one Senior Administrative Team member.

In case of emergency on school sponsored off campus trip, the following procedures will be followed:

1. The trip leader will notify the Division Head and the Head of School.
2. The Division Head or the Head of School will contact the Senior Administrative Team member on the call list.
3. The Senior Administrative Team member on the list will coordinate the school response from the school and keep the Head of School informed. The Senior Administrative Team member on the call list will call other members on the call list.
4. The members of the call list will contact parents.
5. Copies of the permission slips will be left in the front office prior to leaving on the trips. The emergency contact numbers on the form will be the number contacted in case of emergency.

The emergencies that this plan will be enacted for are:

1. Vehicle malfunction
2. Vehicle accident
3. Natural disaster
4. Fire
5. Major Health Issue

List all chaperones and contact numbers.