

ASHFORD SCHOOL FIELD TRIP EMERGENCY ACTION PLAN

Field Trip: _____ **Date of Field Trip:** _____

Please provide this information to the front office at least 48 hours prior to a field trip leaving the school.

INCIDENT COMMANDER:

(Takes charge of any and all emergency situations)

SAFETY OFFICER:

(Ensures that all students are accounted for)

INFORMATION OFFICER:

(Communicates with school or others on trip)

List all adults attending the trip along with emergency contact information, and pertinent medical information.

Name	Emergency contact info.	Medical Info.

Provide a separate list of all students on the trip with their emergency contact information along with any pertinent medical information that would be needed in case of an emergency.

A seating chart must be attached for each bus traveling on the trip (students and staff must remain in their assigned seat throughout the whole trip).