

## Sample Checklist for Field Trip Emergency

**DIRECTIONS:** Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

**DATE:** \_\_\_\_\_

Action Item	Completed
<b>Field Trip Emergency Procedures:</b>	
Determine the nature of the emergency and the number of staff, students, and others affected.	
Call 911 if any personal injury or damage to vehicles has occurred.	
Render first aid, if necessary.	
Advise the appropriate supervisor of the incident, i.e., Building Principal/Designee, Transportation Director, and Dispatch.	
Notify Superintendent.	
Document all events, noting time, date, severity of injuries, names of injured persons, witnesses, and emergency personnel, etc. Provide a complete written report to the School district as soon as possible.	
Contact parents/guardians of injured students.	
Provide counseling for students and staff involved in accident.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
<b>Reunification:</b>	
Reunification Plan is activated, if necessary.	
<b>Communications:</b>	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
<b>Cautions/Notes:</b>	