

# Emergency in General Community Locations

## Emergency encountered during a Field Trip

1. Families will sign field trip forms that:
  - a. Include inherent risks and complete waiver forms as appropriate
  - b. As indicated in the event planning steps, ensure access to
    - i. Student medical and safety forms
    - ii. Student support forms
    - iii. Legal Alert information
    - iv. Emergency contact information for each child
    - v. Photo waiver information
  - c. Ensure students adhere to the related School Policies and Procedures
  - d. Ensure students adhere to the Emergency Protocols and Procedures
2. Flex Staff Field trip supervisors ensure a First Aid kit is either available on-site or taken along.
3. Parent accompaniment may be recommended for full student experience and extension of learning.
4. Parents are responsible for the care and supervision of their child(ren) at all times if accompanying their child on a field trip.

In the rare event that an accident or emergency occurs while transporting students, Flex Staff Field trip supervisors will:

1. Account for all students.
2. Release students only to parents, guardians or authorized representative and record name to whom students were released.
3. At the scene, not discuss with any onlookers. Never speculate about what happened. Never accept or place blame.

In all of the above scenarios, it is important to complete an accident or incident report should the need arise.