

EMERGENCY FIELD TRIP COMMUNICATION PROTOCOL

PHIL & JENNIE GAGLARDI ACADEMY

RATIONALE

Field trip activities can involve risk to both students participating in the trip and the school itself. This policy applies to students participating in trips as part of the school's curriculum.

The purpose of this policy is to:

- Provide guidelines for behaviour and outline expectations for safe and enjoyable extra-curricular activities off campus.
- Ensure that PJGA is informed of the itinerary of students participating in planned activities.
- Ensure that the proper travel and medical insurance is obtained for all students in a timely manner prior to the trip's departure.
- Outline supervision ratios and expectations.
- Provide emergency response protocol

Teacher-in-Charge Responsibilities

On behalf of Phil & Jennie Gaglardi Academy, the Teacher-in-charge is responsible for:

- Planning and organizing trip.
- Organizing students for fundraising; where applicable.
- Planning and attending parent & student meetings; where applicable.
- Ensuring adequate supervision ratios are met. (see Trip Supervision)
- Choosing qualified chaperones. (CRC & driving information on file)
- Providing the school with the appropriate documentation. (Field Trip Request, Parent Permission forms).
- Appoint School-based emergency response contact

The Teacher-in-charge will provide to the school one week prior to departure date the following information:

- List of all participants (adults, chaperones and students) and their role on the trip.
- A full itinerary of travel dates & times including modes of travel.
- Ensure all medical information for the participants is current.
- Ensure appropriate medical supplies are on hand for the number of Participants and duration of trip.

International Travel Only

- Copy of BC Medical card and proof of additional medical insurance for all participants.
- Emergency contacts for all participants.
- Signed travel Code of Conduct form for each student and chaperone.

Prior to the scheduled activity, Teacher-in-charge will:

- Review parent/guardian consent forms for all participants.
- Review the full itinerary and schedule.

- Review the *Code of Conduct* and expectations of behaviour and dress.
- Review emergency protocols.

Trip Supervision

- The Teacher-in-charge will ensure that the trip supervision ratios are met and there are an appropriate male and female supervision ratio in place. The Teacher-in-charge may be considered part of the supervision ratio calculation.

Grades K-3: 1 chaperone for every 5 children

Grades 4-7: 1 chaperone for every 8 children

Grades 8-9: 1 chaperone for every 8 children

Grades 10-12: 1 chaperone for every 12 children

Criteria for Chaperones

When selecting chaperones, the following should be considered:

- Previous experience supervising youth.
- First-aid certification would be helpful.
- Criminal Record Check on file and not expiring before end of trip.

Chaperones should be well briefed on a trip itinerary and supervisory expectations, including, but not limited to, emergency protocols (ie student illness, or missing students), relevant medical or learning conditions. [

Travel expenses for Teacher-in-charge and Chaperones

- Trip travel & accommodation expenses for the Teacher-in-charge and official Chaperones will be borne by the student group. Out-of-pocket fees or spending money will not be covered by the general trip and must be considered as personal expenses to the Teacher-in-charge and Chaperones. Parents who want to join their children on the trip and are not official Chaperones will be expected to pay the full cost of the trip.

Forms and other paper requirements

- All adults, including the Teacher-in-charge and Chaperones, travelling and participating in any field trip sanctioned by the school, must provide the following forms,
 - Ministry of Justice Criminal Record Check.
 - Copy of valid Driver's License and proof of insurance with \$5,000,000 liability, and drivers abstract.

EMERGENCY RESPONSE PLAN

An emergency is a situation in which a Teacher-In-Charge has concerns related to the health, safety, or welfare of any or all participants of a field trip. Examples may include personal injury, severe allergic reaction, motor vehicle accident, emotional instability, or missing person, or death.

Before trip departure

Before leaving on the field trip the Teacher-in-Charge must complete the following:

- Filling in the Teacher-In-Charge/School-based emergency response (SER) Contact information form.
- Complete the Destination Emergency Contact Information form including local contacts for police, hospitals, and Canadian consulate or embassy information.
- Provide emergency contacts for participants to SER Contact.
- Provide a copy of above forms to SER Contact person and Teacher-in-charge.
- Always carrying copies of Report of Medical Examination of Treatment Form.

Emergency Role Responsibilities

In the event of an emergency on the trip as defined above, the following **Roles** will take place:

- The first responsibility of the Teacher-in-Charge is student safety, protection, and security. The Teacher-in-Charge will contact local emergency response personnel.
- The Teacher-In-Charge will call the School-based emergency response (SER) contact. The initial call to the SER contact is an informative call to share the course of events, as well as a time to seek advice and input, and to obtain further assistance if necessary (eg. assistance from the doctor-on-call, etc.) The Teacher-In-Charge will **not** contact families directly in an emergency situation.
- SER Contact is responsible for informing the School Director and families of children involved in the incident.
- The School Director is responsible to notify the School Board and the media.

Teacher-in-Charge: EMERGENCY ACTION RESPONSE

First and foremost, in an emergency situation, **the Teacher-In-Charge/Chaperone will take immediate** action. They will make sure the entire group is accounted for and stabilized.

Depending on the situation, the Teacher-In-Charge/Chaperone will use the immediate and local resources (hospital/clinic/doctor, police, etc.). The Emergency Communication Protocol will be activated as soon as possible.

The Teacher-In-Charge/Chaperone will document the event as thoroughly as possible. They will use the Report of Medical Examination of Treatment Form as needed. This form will be carried by the Teacher-In-Charge. If approached by media, the Teacher-In-Charge will refer all inquiries to the SER Contact.

The following scenarios are examples of possible situations and responses:

Injury Requiring Hospital Visit

- In the case of a hospital visit, have the doctor fill out the Report of Medical Examination or Treatment Form. Once as much information as possible has been gathered, contact the SER Contact.
- If possible, request that the medical provider fax or email the appropriate part (SER Contact or Parent) a report of medical treatment.
- In some cases, it may be necessary for a parent to travel to the student to continue the care of a hospitalized student. The SER Contact will work with the Teacher-In-Charge to set these expectations and make arrangements.

Student Gets Separated from the Group

- Students are to understand that they are required at all times to stay with their assigned leader/chaperones.
- The Teacher-In-Charge must inform each student of separation protocols for that specific site. (where to meet, where to get help, etc)
- Teacher-In-Charge/Chaperones are assigned students and are to do attendance before leaving any part of the activity or activity site.
- Teacher-In-Charge/Chaperones should keep cell phones on at all times when possible.
- If approximately 30 minutes has passed and the separated student has not been found, use the **Communication Protocol** and contact the SER Contact.

Theft

- Make sure the group is safe.
- Teacher-In-Charge/Chaperone should have conversations with students about the management of valuable items and should make necessary changes to prevent further theft.

The Teacher-In-Charge will carry with him/her, the following items in the Information Folder:

- Emergency Action Plan Form
- Emergency contact forms for each participant
- Medical information form for each participant
- Report of Medical Examination or Treatment Form

In addition, all group chaperones will also carry:

- Emergency Action Plan Form

During travel, the following protocols will be in place:

- Teacher-In-Charge/Chaperone will carry a first-aid kit
- Teacher-In-Charge and all Chaperones will carry a cell phone
- Students with cell phones should have the Teacher-In-Charge and Chaperone phone numbers in their contacts list.

School-based Emergency Response (SER) Contact Communication Protocol

Upon receiving a call from the Teacher-in-Charge, the School-based emergency response(SER) Contact will:

1. Start a log of all calls and activities.
 2. Gather the following important information during the phone conversation:
 - a) Name of caller and of victim(s), if any
 - b) Brief description of accident, injuries, and/or emergency, the steps that have been taken and the status.
 - c) Location of caller - street, city, country.
 - d) Location of event, accident or emergency, proximity to travel group.
 - e) Phone, cell phone, fax, or other contact number where caller is.
 - f) If any calls have been made to local law enforcement.
 - g) If any information has been released to the media.
 - h) If any specific plan of action is in place or anticipated.
 3. If a personal emergency - real or perceived - occurs, ask for detailed answers to these questions:
 - a) Has the injured party been in contact with his/her family?
 - b) Do we have his/her permission to contact family or other concerned parties?
 - c) Has the injured party been hospitalized or received medical attention?
 - d) What is the contact information of the facility where the injured party is being kept?
- The SER Contact will contact the School Director, families involved, and other necessary parties. The SER Contact will have all the relevant information, all steps taken by the Teacher-In-Charge up to this point, and a clear course of action from the Teacher-In-Charge to let families know there is a safe and appropriate plan. Input should also be obtained from the parents if the emergency is student-specific and their knowledge would be helpful in the situation or if permission for a medical procedure, medication, etc. is necessary.
 - The Teacher-In-Charge and SER Contact should also decide on an appropriate Trip Emergency Contact Number for parents to reach the SER Contact in an emergency. This will be used in the event of a family emergency in which a parent needs to reach the student. The SER Contact or Director will determine whether to contact the Teacher-In-Charge.
 - Any non-emergency contact to parents may be done directly by the Teacher-In-Charge.
 - At the conclusion of incident, SER Contact is to complete an Incident Report in a timely manner (ie within 24 hours). Incident Report is to be sent to the Director via email or fax.

Teacher-In-Charge/SER Contact Information Form

Teacher-in-Charge Information:

Teacher-In-Charge's cell phone number _____

Do you have international access on your phone? _____

Are you familiar with how to operate it internationally? _____

Will you have another means of telephone access
(satellite, travel partner/guide's mobile, hotel #)? _____

If yes, what are the alternative access numbers? _____

If you will be using pre-paid phone cards, are you
familiar with how to activate those cards internationally? _____

Do you anticipate having access to e-mail during your trip? _____

What e-mail address will you be using? _____

In the event of an emergency situation, who should
we contact domestically? _____

Contact information _____

Relationship _____

SER Contact Information:

Home telephone # _____

Cell phone # _____

Do you have the ability to make and receive international calls on your cell phone? _____

Do you have the ability to make and receive international calls on your home phone?

Are you familiar with the procedure for making and receiving international calls on both phones?

Do you anticipate having access to a telephone at all times during the duration of your designated trip? _____

What e-mail address will you be using during the trip duration? _____

What fax number can you be reached at? _____

In the event that you cannot be reached, please provide another contact person who could reach you.

Alternate contact's name: _____

Contact information:

Home telephone # _____

Cell telephone # _____

Email _____

Fax number _____

Relationship: _____