

# Field Trip Safety Considerations



Whether your organization's spending a day at the zoo, taking a trip across the country, or flying overseas, planning and preparedness is a priority, and several safety and security considerations should be addressed to ensure the focus can stay on the learning and recreational experience.

## DO:

### Planning:

- Contact your community or regional security initiative/ advisor/director to discuss the trip and address any concerns.
- Develop a detailed field trip plan that includes: a schedule of events, transportation, contact information for the destination, emergency contact information for all participants, local security initiative, etc.
- Select and properly vet group leaders and chaperones who will be responsible for participants and/or activities.
- Identify participants with special needs.
- Brief staff, group leaders, and chaperones on the plan.
- Be aware of other local events and crime trends that may affect your trip.
- In your plan, include a security component and utilize site-specific resources where possible/appropriate:
  - Consider advising local law enforcement of your plans and request extra presence or patrols.
  - Check to determine your destination's security, including whether the site has law enforcement, armed, or unarmed security.
  - Supplement any security efforts with those needed to ensure your group's safety and security, including off-duty law enforcement or private security, if deemed necessary and/or appropriate.
- Familiarize yourself with the destination's entrance, exits, and parking and any nearby risks or hazards.
- Develop communication, lost/missing children, medical emergencies, and reunification plans.

### Transit/On-site Considerations:

- Brief children on what to do if separated from the group.
- Utilize armbands, wristbands, or some other easily identifiable marking for children, staff, and chaperones. Consider working with your security professional on what is appropriate.
- Children's ages should be considered when determining group size per chaperone.
- Utilize a "buddy system" within the groups to facilitate accountability.
- Conduct frequent head counts.
- Accompany minors to restroom facilities, subject to the organization's policy.
- Identify the location of the destination's security or first aid office or personnel.
- Be diligent and watchful. Practice good situational awareness. Trust your instincts.

### Medical Considerations:

- Identify participants with special needs (e.g., physical disabilities, medicine/allergies) and plan accordingly.
- Ensure you have first aid and Stop The Bleed kits. Know how to use them.
- Know the location and route to the nearest emergency medical center.

## DON'T:

- Don't go without a detailed plan.
- Don't forget to contact your community or regional security initiative/advisor/director.
- Don't assume there will be on-site security at your destination.
- Don't delay in arranging for off-duty law enforcement or private security if deemed necessary and/or appropriate.
- Don't assume there will be personnel at your destination trained in first aid and Stop The Bleed procedures.
- Don't allow children to wander or become separated from the group.
- Don't ignore potential threats, hazards, or crime trends.

## SCN Resources

In advance of your field trip, contact your local SCN or Federation security director at your trip destination and advise them of your planned activities.

Utilize the full array of SCN resources via our website, including travel safety and security materials and training.



# Field Trip Master Contact Reference List

<b>Field Trip Location:</b>		<b>Dates:</b> (From/To)	
<b>Departure Time:</b>		<b>Arrival Time:</b>	<b>Return Time:</b>

	Name	Phone Number	Email
<b>Field Trip Leader:</b>			
<b>Chaperone 1:</b>			
<b>Chaperone 2:</b>			
<b>Chaperone 3:</b>			
<b>Chaperone 4:</b>			
<b>Chaperone 5:</b>			

<b>Transport Company:</b>		<b>Primary Contact:</b>	
<b>Alternate:</b>		<b>Driver:</b>	

	Location	Duration	En Route / Return
<b>Planned Travel Stops:</b>			

<b>Destination Name:</b>		<b>Phone Number:</b>	
<b>Address:</b>			
<b>Primary Contact:</b>		<b>Phone Number:</b>	<b>Alternate:</b>

<b>Destination SCN SD:</b> (if different from original)		<b>SCN Duty Desk:</b>	<b>844-SCN-DESK</b>
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# Field Trip Incident Family Reunification

A family reunification site is used when it is necessary to release a minor directly to his/her parent, guardian, or designated emergency contact due to an unexpected incident during a field trip or group outing. A well-organized family reunification process will help to reduce anxiety for all involved during a potentially stressful situation and reunite minors with their families in a structured, timely, and safe manner.

## KEY CONSIDERATIONS

### Choosing a Location

The reunification location is determined by the type of incident and the capabilities of the field trip site. A secondary location outside of the field trip site should be designated during the field trip planning process. Available space, services (restrooms, communications, etc.), accessibility, physical security, and surrounding areas should be considered.

### Efficient and Effective Communications

Providing all reunification plan information to staff, chaperones, and volunteers before embarking on the field trip helps them manage the process more efficiently and effectively. Delivering uniform, clear, and concise messaging to parents, guardians, or designated emergency contacts ensures a seamless, organized reunification process.

### Rosters

Ensure teachers, chaperones, and security personnel have rosters containing participant information.

### Designate Staging Areas

- **Parent Check-in Area** – Provided with an information sheet for completion and proof of identity obtained. Should be staffed with individuals having good communication skills.
- **Family Waiting Area** – Guardians await the delivery of their family member. It is important to staff this location with individuals able to provide information and comfort.
- **Minor Supervision Area** – Should be physically separate and out of view from the parent check-in area and family waiting area. Ensure this area is equipped to meet basic needs such as restroom facilities, heat/air, water, etc.

### Transfer of Custody

- Ensure positive identification of the parent, guardian, or emergency contact before releasing the minor to the individual(s) and document the release of the minor.

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The reunification process takes time, patience, and diligence to implement properly. This guide simply provides a structure that can be used or modified to fit the circumstances you are experiencing. In a smaller-scale situation, such as a field trip emergency, you may determine it is reasonable to simply confirm the identity of the parent, guardian, or emergency contact and utilize a sign-out sheet to document the transfer of custody.

**Planning and preparation are vital to efficiently and effectively responding to a field trip emergency.**

# Reunification Form

This form is to be used if children/minors are involved.

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## Section A

(Completed by Responsible Party)

<b>Person's Name:</b>		<b>Person's Phone Number:</b>	
<b>Responsible Party's Name:</b>		<b>Relationship to Person:</b>	

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## Section B

(Completed by Check-In Staff)

Responsible Party provided identification that matched the name provided on the form

**For Minors:** Responsible Party has the authority to pick up the requested person

<b>Name of Check-in Staff:</b>		<b>Check-in Staff Signature:</b>	
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## Section C

(Completed by Reunification Area Staff)

Responsible Party identification verified

Person being picked up identification verified

<b>Date:</b>		<b>Time:</b>	
<b>Name of Reunification Area Staff:</b>		<b>Reunification Area Staff Signature:</b>	
<b>Signature of Responsible Party:</b>			

# Field Trip Permission Slip Form

<b>Name:</b>		<b>Chaperone:</b>	
<b>Date:</b>		<b>Field Trip Destination:</b>	
<b>Departing At:</b>		<b>Returning At:</b>	
<b>This Form Must Be Returned By:</b>		<b>Cost:</b> (if any)	

**The group will:**     stop for lunch     not stop for lunch     bring a lunch     provide a box lunch

I  DO  DO NOT give permission for \_\_\_\_\_ to go on the field trip.

<b>Transportation Provided By:</b>		<input type="checkbox"/> To Event <input type="checkbox"/> From Event
		<input type="checkbox"/> To Event <input type="checkbox"/> From Event

**Please indicate if your child has any of the following health concerns:**

<input type="checkbox"/> Asthma	<input type="checkbox"/> Life-threatening allergy to food	<input type="checkbox"/> Life-threatening allergy to bee sting	<input type="checkbox"/> Diastat
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Seizure disorder    Inhaler <input type="checkbox"/>	<input type="checkbox"/> EpiPen	<input type="checkbox"/> Benadryl needed
<input type="checkbox"/> Allergy to: _____		<input type="checkbox"/> Other: _____	

**Does your child take daily medications?**     Yes     No    **Indicate medication & dosage:** \_\_\_\_\_

**Emergency contacts during the field trip:**

<b>Name:</b>		<b>Phone Number:</b>	
<b>Name:</b>		<b>Phone Number:</b>	

**Medical Authorization & Consent**

If emergency treatment is required, and the parents/guardian cannot be notified immediately, I give consent for emergency treatment and transport to the nearest emergency room.

<b>Child's Physician:</b>		<b>Phone Number:</b>	
<b>Healthcare Provider:</b>		<b>Phone Number:</b>	
<b>Group #:</b>		<b>ID#</b>	

<b>Parent Signature:</b>	
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# Field Trip Permission Slip Form

## FIELD TRIP EMERGENCY MEDICATION GUIDELINES

Parents of minors with serious, life-threatening, or potentially life-threatening medical conditions may request that emergency medications be given on a field trip.

**NOTE:** According to the American Academy of Pediatrics, life-threatening conditions may include but are not limited to conditions such as: asthma, diabetes, seizure disorders, hormonal disorders, or severe allergy.

Parents of minors with serious, life-threatening, or potentially life-threatening medical conditions may request that emergency medications be given on a field trip.

1. The parent/guardian has completed the section of the field trip consent form that addresses the administration of emergency medication.
2. The minor's authorization for self-administration of emergency medication is on file with the organization and meets the criteria previously addressed in the medication policy. If the parent deems the minor competent to self-administer his/her emergency medication, he/she will be allowed to take it on the field trip.
3. The emergency medication for use by the minor is currently located in the nurse's office.
4. The minor or chaperone will be responsible for obtaining his/her emergency medication from the group leader on the day of the field trip. The parent will notify the organization that the student is carrying the emergency medication.
5. The minor is responsible for returning the emergency medication to the parent upon returning to the organization.
6. Minors who are able to self-medicate with emergency medication may do so with signed parental consent.

Parents of children who need emergency medication in such a situation should contact the organization.

- Parents of minors who receive routine medication during business hours may choose to have the child not receive his/her medication on the day of the field trip.
- Parents may choose to make other arrangements with the chaperone.



**MEDICATION WILL NOT BE ADMINISTERED  
UNLESS ALL REQUIREMENTS OF THE MEDICATION POLICY ARE MET**

# Lost / Missing Child Guidance

## Prevention

- › Brief children on what to do if separated from the group.
  - › Chaperones should take a group picture at the start of the day.
  - › Chaperones should have the phone numbers of every chaperone and the trip leaders.
  - › If students are allowed to bring cell phones on the trip, chaperones should have a list of those numbers.
  - › Utilize armbands, wristbands, uniform T-shirts, or some other easily identifiable marking for children, staff, and chaperones.
  - › Children's ages should be considered when determining group size per chaperone.
    - For middle school and high school, 15:1 may be appropriate.
    - For elementary school-aged children, 10:1 is the most recommended.
  - › Utilize a "buddy system" within the groups to facilitate accountability.
  - › Conduct frequent head counts.
  - › Accompany minors to restroom facilities, subject to the organization's policy.
  - › Identify the location of the destination's security, first aid office, or personnel.
  - › Be diligent and watchful. Practice good situational awareness. Trust your instincts.
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## Response

- › Conduct an immediate head count to ensure that all the others are present.
  - › Do not send other juveniles to search for the lost/missing individual(s).
  - › Designate staff members/chaperones to conduct an immediate search of the vicinity while others attempt to contact the individual(s) via cell phone, social media, or peers.
  - › Contact the site manager or security and arrange for a search of the facility and/or grounds.
  - › Contact family members to determine if they can access a device location app for the missing/lost individual.
  - › Contact 911.
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## Post-Response & Recovery

- › A review of the incident should be completed to identify areas for improvement.