

Field Trip Guide

1. Do I have all permission slips and photo release paperwork turned in?
2. What are my behavioral expectations for my participants? Did I share my expectations prior to the field trip?
3. Do I have an accurate list of participants, including his/her emergency contact information?
4. Did we bring all the necessary supplies, such as a first aid kit, sunscreen, bug spray, etc?
5. While in route to the destination, did I jot down what each child is wearing (shoes or clothes) or general physical characteristics?
Recommendation: Could I take a picture of each group prior to leaving?
6. What is a well-known location at the field trip site? (example: information desk, ticket counter, designated park bench)
*This location should be communicated with the entire group in case someone is separated from the group.
7. If the participants are allowed to bring their cell phones, do they have a contact number to call if they are separated from the group?
8. Did I designate a buddy system?
9. Did I ask about fire exits or tornado shelters?
10. How are we identified as a group?

In the event of a life-threatening emergency, contact 911. For non-life threatening emergencies, contact Public Safety at 402.554.2911.