

Emergency Plan for Field Trips

Office of School Support and Improvement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

DIRECTIONS

To be completed by the trip sponsor and submitted through the online field trip request process along with MCPS Form 210-4, Approval for Extended Day, Out-of-Area, and Overnight Field Trips, or MCPS Form 210-6, Approval for June Field Trips.

FIELD TRIP INFORMATION

School _____ Date(s) of Trip: _____

Destination _____

Arrangements for medical needs/first aid:

- At least one week prior to the field trip, consult with the School Community Health Nurse (SCHN) regarding students taking medications during the day.
 - All student medications, including over-the-counter medications, must be accompanied by a completed [MCPS Form 525-13, Authorization to Administer Prescribed Medication](#), which must be signed by an authorized prescriber.
 - Name of staff member(s) in charge of medical needs of the students
- _____

Access to communication devices:

- Field trip sponsor name _____ Cell _____ - _____ - _____
- MCPS employees attending trip and their telephone number during trip
- Name(s) of field trip volunteers attending and their telephone number during trip. If you need more space, attach list. (All volunteers and chaperones must have completed the [online child abuse and neglect training](#). Fingerprinting and background checks are also required IF the trip is out-of-area (50 miles or more from the Carver Educational Services Center (CESC) in Rockville), an overnight field trip, or if it is an extended day trip that requires Office of School Support and Improvement approval. (e.g., if return time is later than 7:00 p.m. or the trip takes place on a Saturday or Sunday.)
- Ratio of chaperones to students _____
- Procedures for implementing telephone tree
- Identify local school procedures that will prepare travelers in case of an emergency situation
- [Identify Authorized Searcher](#), i.e. a) A principal or assistant principal, b) An MCPS Department of Systemwide and Emergency Management (DSSEM) staff member and/or a school-based security staff member (employed by MCPS), or c) A teacher on a school-sponsored trip who has been so designated in writing by the principal/designee and who has been trained in conducting searches.

If this is an overnight trip, please include the following:

- Name of hotel, complete address, and telephone number