

OUT OF STATE
FIELD TRIP REQUEST FORM

Class: _____ **School:** _____

Responsible Teacher(s): _____

Phone Extension: _____

Destination: _____

Date of Trip: _____

Time of Departure: _____ **Time of Return:** _____

Justification/Connection to Curriculum:

Follow Up Activities: _____

Lunch Arrangements: _____

Total Number of Passengers (Including Chaperones, Teachers, etc.): _____

Bus Driver's Name(s): _____

Principal's Signature: _____ **Date:** _____

Forward request to Mike Harned after Principal's approval.

Revised:
10/22/19

**Event Specific Emergency Action Plan (EAP)
for
School Sanctioned Nonathletic Event Held Off-Campus**

Destination/Venue _____

Venue Address _____

Person or email contacted at venue to discuss EAP _____

Position/Title of person contacted _____

Date (s) of contact _____

Is there an Automatic External Defibrillator (AED) on site ____yes ____no

If yes, where is it located _____

Does venue have an emergency response team (ERT)? ____yes ____no

Process to request AED and/or ERT if needed at the scene _____

Will a portable AED be taken from school on this trip ____yes ____no

If yes, who will be responsible for oversight and location of AED _____

Is any other assigned emergency equipment available on field trip?

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs
- If possible, how to gain access
- Steps that must be taken quickly to initiate the chain of survival
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing)
 - Call 9-1-1 using cell phone or other means of communication
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute)
 - Retrieve and use the nearest Automated External Defibrillator (AED)
 - Continuing supporting the victim until the local EMS arrives and takes over care
 - Direct EMS to the scene