



Emergency Plan for Extended Day, Out-of-Area, and Overnight Field Trips

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

**MCPS Form 210-5
September 2016**

DIRECTIONS: To be completed by the trip sponsor and submitted to the director of School Support and Improvement (DSSI) along with MCPS form 210-4, *Approval for Extended Day, Out-of-Area, and Overnight Field Trips*.

School _____ Date(s) of Trip: _____

Destination _____

Arrangements for medical needs/first aid:

- At least one week prior to the field trip, consult with nurse/health technician 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 a physician.
- Name of staff member(s) in charge of medical needs of the students

Access to communication devices:

- Field trip sponsor name and cell number

- 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. (Volunteers must have completed the [online child abuse and neglect training](#) and fingerprint/background check).

- Ratio of chaperones to students _____

- Procedures for implementing telephone tree

- Identify local school procedures that will prepare travelers in case of a general potential emergency situation

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

- Name of hotel, complete address, and telephone number
