

Staff Protocol for Off-campus Activities

Rev 10/6/23



Trip Plan

- Submit trip plan to front office prior to leaving campus
 - Include a current student list with total number and names of students participating
- Take safety backpack, safety equipment and communication devices
- Stay on the planned route. Do not deviate without notifying office
- Make note of any shelters to protect from natural elements if necessary

Safety

- Count the total number of students leaving the campus, count the students when arriving at the location, count the number of students when leaving the location and a final count when returning back to school.
- Adults wear safety vests and bring safety flags for crossing
- If emergency call is necessary:
 - Give exact location (GPS Coordinates if possible)
 - Name of park
 - Name of school
 - Number of students/adults
 - Any medical conditions
 - Remain at location until help arrives
- If student is lost or elopes, assign an adult to call school to notify & deploy extra support
 - Available adults will canvass and sweep the area for the missing student
- School will notify local police/fire as needed.
- Parents are notified as soon as possible.
- If in doubt, call 911

Student Education

- Clear communication with students
 - About the plan, staying safe, departure time & signal, what to do if lost
- If a student is lost or away from the group:
 - Stay put and listen for your name/whistle and stay until adult reaches you
 - Hug a tree: if no tree, substitute can be park bench, lamp post or big rock
- Crossing rules (no student will cross without an adult, walk in 2s, etc)
- Buddy assignments (older/younger)
- All adults aware of any students who may need extra support and/or continuous contact (sensory, elopement). These students will be assigned an adult buddy 1:1.

Number of Adults:

- Minimum of two adults or ratio of 1:15 if more than one class is present
- Volunteers when possible - make sure they have all of the details, trip plan info, protocol

Crossing Max Rail/City Street:

- STOP well before crossing
- Be sure you have all students' attention and all are aware of what the group is about to do and how they are going to do it.
- Students cross in efficient/orderly fashion - minimum of 2 students (buddy system) together when crossing.
- The adults will remain with the group as they cross the street or MAX line.

Walking on Sidewalk and Shared Paths:

- Adult must be placed at the front and back - no children beyond adult at either end
- Keep the group together
- Teach sidewalk courtesy - move to right to help others pass, move extra quietly when near businesses, always pay attention to leader, stop back from curb BEFORE crossing

Bathroom:

- Go before you leave
- Check public bathroom when arrive. Lysol entire surface of portable potty (Lysol in safety backpack)
- Students always go in twos - adult must have visible line of sight
- When at the greenspace (next to MAX tracks) with only (1) adult, students who need to use the restroom, must be escorted by an adult. You may call on the walkie to request “track crossing support”, once you have walked your student(s) across the track, an adult on the other side will escort them to the restroom and return back in the same manner.

Safety Backpack (all classrooms have been provided with a safety backpack)

Laminated student list with allergies, supports

Daily student list (note absences)

Laminated safety procedures for emergency situations

Laminated emergency calling tree

Laminated emergency evacuation plan

Laminated evacuation routes

First Aid kit

Walkie

Whistle

Charged Cell Phone

Trash bags

Gloves

Laminated map and GPS Coordinates for all locations

Flashlight

Sunscreen

EpiPen

Lysol

Wipes

For more details about the routes the outings will take, you can view the [2023-24 LCMCS Off Campus Activities Information link here.](#)