

Contingency Plan - F 260-5

The principal and teacher in charge shall ensure that an appropriate contingency plan is part of every high-risk or overnight excursion. A copy of the plan is to be given to all supervisors to be taken on the excursion and a copy left with the principal/designate. Contingency plans shall be formulated for each aspect of the excursion, shall be shared with parents, students and the transportation provider.

Contingency plans should be appropriate considering the degree of isolation of the event from the school. An appropriate contingency plan should include aspects of the recognition of potential emergencies, training and preparation, response during the emergency, and communication plans. An appropriate contingency plan shall ensure that those supervising the event are familiar with relevant administrative procedures.

School: _____ School Telephone: _____

Principal: _____ Principal Mobile Phone: _____

Vice Principal: _____ Vice Principal Mobile Phone: _____

DESTINATION(S)

Destination: _____ Date: _____ Contact Number: _____

SUPERVISION

Supervisor	Contact Number	Criminal Background Check with Vulnerable Sector Screening	First Aid / CPR	First Aid Certification Number (if applicable)	First Aid Expiry Date (if applicable)

EMERGENCY SERVICES

Emergency Services	Contact Information
Ambulance, Police, Fire	911
Air or Water Evacuation (for remote destinations)	