Trip Planning – Pre-Trip Checklist

Form to be completed and submitted to school safety officer prior to departure

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| **Trip Particulars** | | | | | | |
| **Trip**  name | **8/9 OE Camping/Skiing Trip** | | **Trip Dates** | | Thursday, March 13 – Friday, March 14 | |
| Destination | Lower Lakes Group Camp | | **Safety Officer** | | Mr. Darrell Lonsberry 403.282-2890 ext. 122 (school); 403.966-2890 m or 403.239.0068 h (after hours) | |
| **Activity** | | Back-country skiing/camping | **General Area** | | Peter Lougheed Provincial Park | |
| **Location** | Boulton Creek Parking Area to Lower Lakes with accommodation at Lower Lakes Group Campground – Peter Lougheed Information Centre Phone:  (403) 678-0760; | | | | | |
| **Primary**  **Leader:** | **A Deirdre Bailey** | | | **Secondary/**  **Assistant Leaders:** | | **A Jason Publack** |
| **B** | | | **B John Cadman** |
| **C** | | | **C** |

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| **Briefings** | | | |
| Not Required | Not Completed | Completed |  | |
|  |  |  | Develop / update then conduct a **Parent Briefing** (in person or on-line or both) | |
|  |  |  | Develop / update then conduct an **Instructor Briefing** (in person or on-line or both)  Review trip; program, logistics, hazards and establish risk reduction & avoidance methods. | |
|  |  |  | Develop / update then conduct a **Student Briefing** (included in instructor briefing)   * Discuss activity goals and outcomes with students (final meeting & @ trailhead) * Review evaluation criteria (final meeting & @ trailhead) * Review student behavior expectations (signed student contract) * Cover “must know” skills and information (e.g. stove lighting, clothing lists etc.) * Ensure students are properly prepared for the activity * Establish food/tent groupings if applicable | |
|  |  |  | Other | |

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| **Pre-Trip Paperwork & Communication** | | | |
| Not Required | Not Completed | Completed |  | |
|  |  |  | Obtain all necessary permits and licenses (K Country, campsites etc.) | |
|  |  |  | Develop / update an approved Parent Package and send a hard copy home to students. Package should include:   * Basic trip information including more detailed specifics (hazards, ratings, transportation details, safety responsibilities etc.) * Parent/Guardian Consent & Acknowledgement of Risk form. | |
|  |  |  | Gather Student Medical and Emergency Contact Information. Have sheets ready for the Instructor Briefing so they can be reviewed on a group by group basis. | |
|  |  |  | Put together Trip Folder and add materials throughout the pre and post trip activities (see Trip Folder Content list at the end of this document) | |
|  |  |  | Collect and maintain a file of all signed Parent/Guardian Consent and Acknowledgement of Risk Forms using the Trip Planning – Student List (kept at Reception Desk). | |
|  |  |  | Establish on-call Safety Officer (usually Divisional principal or other Leadership team member) | |
|  |  |  | Compile Trip Folder and hand this off to the designated Safety Officer the night before departure. The Safety Officer should keep this folder with them at all times while the trip is in the field. The Trip Folder should contain:   * Pre-Trip Checklist * Routecard or OFF-SITE APPROVAL * Student list (copy) * Consent forms (originals) * Student med forms (copies) * Parent Package * Parent Briefing (copy) (digital) * Student Briefing (copy) * Instructor Briefing (copy) | |
|  |  |  | Send accurate list of trip staff and participants to:   * Reception Desk (to track absent students) * Divisional Principal (if different from Safety Officer) * Teachers | |
|  |  |  | Organize equipment for packing and prep (Wednesday prep day) | |

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| **Logistics** (equipment, transportation, accommodation) | | | |
| Not Required | Not Completed | Completed |  | |
| **Accommodation** | | | | |
|  |  |  | Book campgrounds, hostel or camp facility as appropriate. All booking to go through Director of OE. *Make sure course code is included on all documentation* (e.g. invoices, booking forms) | |
|  |  |  | Call one week before trip to confirm arrangements | |
| **Transportation** | | | | |
|  |  |  | Book buses, school vehicles and rental vehicles as applicable. Make sure enough seats are available for all students and staff. *Include course code on all documentation.* | |
|  |  |  | Ensure a designated emergency vehicle(s) has been booked and will remain at trailhead while the trip is in the field. Make sure a key is accessable so staff can access the vehicle. | |
|  |  |  | Confirm transportation details. | |
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| **Food** | | | | |
|  |  |  | Check / plan for food allergy issues (menu, restaurants, hostel kitchens etc.). | |
|  |  |  | Confirm food arrangements. | |
| **Equipment** | | | | |
|  |  |  | Double check to make sure equipment manager has laid out individual/group equipment | |
|  |  |  | Prior to departure, check equipment & load equipment into vehicle; ensure checklist is with equipment | |
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| **Morning of Departure** | | | |
| Not Required | Not Completed | Completed |  | |
|  |  |  | Ensure all students have necessary paperwork submitted by checking the original Student List from Reception.   * Make copies of this for Reception (they also get a route card copy), if not done the night before * Safety Officer to get trip folder in their box / handed to them (if not done the night before) with all stipulated documents | |
|  |  |  | While on bus have one or more staff members complete med check info on Student List. This form is to be returned to Trip Coordinator after completion of trip. | |
|  |  |  | Tell or phone Reception with any missing students | |

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| **After the Trip** | | | |
| Not Required | Not Completed | Completed |  | |
|  |  |  | Assemble all necessary paperwork in Trip Folder; File with Director of Outdoor Ed (see list on page 4 of this document) | |
|  |  |  | Complete Accident/Incident Forms (if applicable) | |
|  |  |  | Debrief trip with other staff leaders completing Post-Trip Debrief form. Submit a copy of the completed form to:   * Director of OE * Divisional Principal * All staff members on the trip | |
|  |  |  | Debrief trip with students. | |
|  |  |  | Trip coordinators to submit completed Trip Folder to Director of OE within one week of completion of the trip | |
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| **Transportation** | | | | |
|  |  |  | Return rental vehicles (if applicable) | |
|  |  |  | Submit receipts for expenses/mileage within one week to Director of OE | |
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| **Equipment** | | | | |
|  |  |  | Return equipment to OE building. Hang up things that need drying. | |
|  |  |  | Ensure the completed equipment checklist is with the returned equipment | |
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A Trip Folder must remain in the hands of the designated STS on-call person while Outdoor trips are in the field. The Trip Folder for the Safety Officer should include:

Partially completed Pre-Trip Checklist

Copy of off-site approval

Copy of partially completed Student List for each group

Copy of Parent Package (specific to that trip)

Parent/Guardian Consent & Acknowledgement of Risk forms (signed originals)

Student Medical Summary forms (copy for folder; separate copies carried by staff in field)

Copy of Parent Briefing PowerPoint

Copy of Instructor Briefing Booklet

Other documents will be added to the Trip Folder once the trip is completed and before the trip folder is archived. This should include all of the above documents (now completed) PLUS:

Transportation booking form/receipt (for bus, rental car etc.)

Post-Trip Debrief form (when completed)

Accident Incident Reports (if applicable)

Reimbursement forms (if applicable)

Notes, emails, Logbook entries etc. related to noteworthy events which occurred on the trip (if applicable)