

## Appendix 3

### Trip Contingency Plan

A Contingency Plan outlines a course of action to be followed if a preferred plan fails or an existing situation changes due weather, unforeseen circumstances, an emergency or other events that requires a change of plans.

**NOTE: An Incident Report Form (Appendix 4) is to be filed within 7 days of enacting a Contingency Plan.**

- 1. Alternative Student Arrangements:** (basic outline of alternative activities and arrangements for students who know from the beginning that they are unable to attend the Field Trip Activity)

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- 2. Travel in Inclement Weather or Conditions:** (basic outline of alternative activities and arrangements for students in the event of inclement weather )

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- 3. Early Termination of excursions due to behavior;** (basic outline of arrangements and costs to parents for early termination due to behavior,)

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**Appendix 3**

**Trip Contingency Plan**

**4. Early Termination of excursions due to medical reasons:** (basic outline of arrangements and costs to parents for early termination due to medical reasons:)

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**5: Other: (details)**

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**Name of Teacher/Staff member in Charge:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_