



**Academic
Opportunity
Programs**



TRIP SAFETY PLAN

Summer 2024

TABLE OF CONTENTS

<u>INTRODUCTION</u>	<u>2</u>
<u>GENERAL TRIP PRACTICES</u>	<u>2</u>
STAFFING	2
REQUIRED STAFF	2
STAFF QUALIFICATIONS	2
STAFF RESPONSIBILITIES:	3
TRIP GUIDE	4
TRANSPORTATION	4
INCLEMENT WEATHER	4
EMERGENCY PROCEDURES	4
ACCIDENT PROCEDURES	4
EMERGENCY EQUIPMENT FOR BUSES	5
PARTICIPATION	5
<u>ATTENDANCE PROCEDURES</u>	<u>5</u>
BEFORE THE TRIP:	5
DURING THE TRIP:	6
AFTER THE TRIP:	6
ATTENDANCE DURING AN EMERGENCY	6
<u>PARENT NOTIFICATION AND PERMISSION</u>	<u>6</u>
<u>TRAINING ON POLICIES</u>	<u>7</u>
STAFF AND VOLUNTEERS	7
PARENTS AND STUDENTS	7
<u>LOCATION OF PLAN</u>	<u>7</u>

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Introduction

The trip safety plan for the University of Maryland, Baltimore County (UMBC) Pre-College Programs, housed within the Office of Academic Opportunity Programs, is devised to inform the staff and volunteers what actions to follow to ensure each participant's safety while on a trip. All aspects of this transportation plan are in accordance with the applicable MD State Regulations outlined in *COMAR 10.16.06.52*. These programs aim to provide educational enrichment and support for middle and high school students, equipping them with the skills and knowledge necessary for success in higher education. This trip safety plan delineates the general practices, attendance procedures, communication and notification protocols, training, and equipment considerations for transporting participants for trips via buses provided by an external vendor. Parents/guardians are required to review the contents of this guide with their students. All trips must be conducted according to this trip safety plan.

General Trip Practices

Staffing

Required Staff

The exact number and type of staff required will depend on the camp size, age of campers, and specific activity being undertaken. The minimum staff-to-camper ratio is 10 to 1.

General guidelines include:

- Director/Senior Staff (at least 21 years of age and with a minimum of 24 weeks of supervisory experience): is present on the trip.
- Activity Leader: The counselor or staff member directly planning and supervising the trip.
- First-Aid/CPR Certified Staff: At least one staff member on the trip should have a current first-aid and CPR certification.
- Additional Staff and Volunteers: Depending on the trip, additional staff and/or volunteers may be needed to maintain the staff-to-camper ratio.

Staff Qualifications

- First-Aid and CPR Certification: All full-time staff, especially those leading activities, should have a current first-aid and CPR certification.

AOP Trip Safety Plan

- **Emergency Response Training:** Staff should be trained on the camp's trip safety plan, including procedures for different types of emergencies.
- **Calmness and Maturity:** The ability to remain calm and collected under pressure is crucial for effectively handling emergencies.
- **Communication Skills:** Clear and concise communication is essential for facilitating a successful trip.

Staff Responsibilities:

Before a trip

- Ensure that all staff and volunteers have been trained on the Trip Safety Plan no more than 30 days prior to the trip.
- Ensure that all participants and parents have been instructed in safety procedures.
- Ensure that written parental permission has been received for each participant.
- Staff will assess the health and safety risks of each trip during the planning process. If there are risks that require provisions beyond the scope of the Trip Safety Plan or the Transportation Plan, a plan to address that risk will be included in the Trip Guide.
- Confirm that the Trip Guide is complete and accurate.
- Confirm that all necessary emergency equipment is available and in good operating condition.
- Take attendance of participants, staff, and volunteers.

During a trip:

Activity Leader:

- Be prepared to administer first-aid as needed and maintain awareness of campers' health conditions.
- Ensure that all participants, staff, and volunteers are accounted for.

After a trip:

- Ensure that all participants, staff, and volunteers are accounted for.
- If necessary, communicate any incidents to the affected participant's parent or guardian and the Director.
- Debrief with after the trip to discuss the trip and identify any areas for improvement in the future.

Trip Guide

For every trip, there will be a folder or binder that will serve as the Trip Guide. At least one staff member, the transportation provider, and the director will all have copies of the Trip Guide. The Trip Guide will contain at least the following:

- Rosters which could take the form of:
 - List of students, staff, and volunteers. Including group assignments if applicable.
 - Attendance sheet
 - Signature sheet if required to distribute funds.
- Itinerary that indicates departure and return times, all planned stops, and the planned routes.
- Inclement weather plan
- Emergency contact list
- Field Trip Checklist

Transportation

Participants are to be transported on approved school buses or motorcoaches only. No participant may be transported in a staff member's car without written permission from the participant's parent and notification of the program director. All participants are expected to follow the rules, standards, policies, and procedures outlined in the AOP Transportation Plan.

Inclement Weather

The inclement weather policy is in effect whenever transporting students to or from campus may endanger their safety and well-being. In inclement weather, our first priority is the safety of the students. We will not release buses for pick-up or drop-off during severe weather storms. If a student is on campus during severe weather conditions, the Program staff will keep the student(s) on campus until the conditions are safe for transporting the student(s).

Emergency Procedures

The safety of the students and staff are our priority. AOP has developed evacuation and accident procedures to create a safe environment in case of an incident. This evacuation plan will take into account all students needs and limitations.

Accident Procedures

In an event of a bus accident, the following procedures should be followed:

- Student's safety always comes first.

AOP Trip Safety Plan

- Evacuate bus if that is the safest thing to do following the Evacuation Procedures outlined in this policy.
- Check to make sure each child is safe and has no injuries.
- Parents/guardians will be notified immediately by the Program staff.
- If a student must be taken to the hospital, a Program representative will notify the family and offer to join them at the hospital.
- Always take precautions and stop and make sure each student is safe no matter how minor the accident.
- Log every incident regardless of the level of damage or seriousness. (See *UMBC AOP Bus Accident Report*).

Emergency Equipment for Buses

Buses are required to have the following equipment according to *COMAR 11.19.02.25*:

- Fire Extinguisher.
- First Aid Kit.
- Reflectors and Flares.
- A locking device on the storage door for emergency equipment is prohibited.
- Body Fluid Clean-Up Kit.

Participation

Staff will assess whether a trip has requirements for participation. Students must be program participants to be eligible to go on trips. Staff will account for any accessibility or capability challenges on a case-by-case basis during the trip planning.

Attendance Procedures

Before the trip:

- Ensure that there is a finalized list of all students, staff, and volunteers who are supposed to attend. This list should include their full names, emergency contact information, medical conditions, and special accommodations they may need.
- Assign specific responsibilities to staff to assist with taking attendance and monitoring students throughout the trip. Assignments should be noted on the Field Trip Checklist
- Establish a clear and consistent check-in procedure for students at the beginning of the trip.

During the trip:

- Conduct a headcount before leaving the meeting point and periodically throughout the trip to ensure that all students are accounted for.
- Establish designated checkpoints throughout the trip where students must check in with a staff member at a designated time. This includes a meeting count in case of an emergency.
- Participants also have the phone number of staff who can be called should they get separated from the group.

After the trip:

- Conduct a final attendance check before departing from the field trip location to ensure that all students, staff, and volunteers are accounted for.
- Conduct a headcount again upon return to campus as participants exit the bus.

Attendance during an Emergency

- As soon as the emergency is identified, the designated trip leader or responsible staff member should immediately activate the emergency plan.
- If necessary, ensure that immediate safety measures are taken to protect participants from further harm.
- Designate specific staff members to take on different roles during the attendance-taking process. This might include one person calling out names, another checking them off on the list, and others assisting with crowd control or providing support to participants.
- Ensure that all participants are accounted for before proceeding further.
- Once attendance has been taken and all participants are confirmed to be present (or efforts to locate missing participants have been exhausted), communicate this information to emergency services or any other relevant authorities.

Parent Notification and Permission

For residential programming, parents are provided the list of trips during summer orientation. Residential program trips are opt-out only. Permission is obtained electronically in the summer confirmation packet. If a participant will not be attending, parents are to arrange to pick up the participant at a time arranged with program staff.

AOP Trip Safety Plan

Parents are asked to complete a permission slip for each session for day programming, submitted via CampDocs. Because trips are all day, if a participant is not attending, parents should not send the participant to the program on that date.

Training on Policies

Staff and Volunteers

All program staff must receive training no more than 30 days before the summer program, typically during staff orientation. Orientation is a multiday, on-site training program held the week before summer programming begins. Staff or volunteers who join after orientation will receive training during their orientation session. All staff will confirm training by signing and submitting an AOP Certification of Training form. Interactive exercises and scenarios will be included in the training to check staff understanding of the emergency procedures.

Parents and Students

Parents and students will receive instruction on safety procedures during the program orientation. Safety procedures will be reiterated to students before each trip.

Location of Plan

All staff will have access to this plan via the following means:

- Hard Copy provided via Training
- UMBC Box
- UMBC AOP Website
- CampDoc website

AOP Trip Safety Plan

Appendix - Forms

AOP Trip Safety Plan

Field Trip Checklist

Destination: _____

Staff Assignments:

Trip Lead: _____

Attendance: _____

Attendance: _____

- Give the attached directions to the driver.
- Confirm you have the following.
- Bus Contact Phone number: _____
- First Aid Kits
- Power of Attorney Binder
- Parent Contact List
- Student Cell Phone number list
- Signature Sheet for Students and Staff
- Trip Specific items:
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

At the beginning of the trip, on the bus:

1. Take attendance or have students sign the attendance sheet.
2. Do a head count.
 - Upon returning to the bus after each stop, do a head count.
 - Notify Director upon return to campus.
 - Note any glitches or ideas for future trips.