

1435 Lincoln Avenue, Ogden, UT - Telephone # 801 627-3066 Fax: 801 395-2267 Field Trips Contact Sheet and Emergency Plan

Event Details		
Event:	Date of Event:	
Departure Date/Time:	Return Date/Time:	
Event Organizer:	Event Organizer Contact Information:	

Administration Contact Information		
Position	Name	Contact
Principal		
Assistant		
Bus Driver(s) (If riding buses)	Names and Phone numbers	
Supervisors and Chaperones	(Add lines as needed) Names an	d Phone numbers



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Emergency Plan (In case of an emergency requiring immediate assistance, contact 911)		
Hospital (nearest to event) Address: Contact:		
Emergency Personnel Fire Police		
 In case of an emergency: If you need immediate medical assistance, call 911. If 911 is not warranted, contact the appropriate emergency personnel. Contact the Event Supervisor. Contact the School Administration. Contact Parents. 		
Identify any special communication issues anticipated. (Will you be in areas where cell service is limited, if so, specify instructions for contact.)		