




DAY TRIP SAFETY ACTION PLAN

Date: ____/____/____ Activity:  Auckland Animal Village _____ Teacher: _____

Class: _____ Request form Approved: Print Name: _____ Signature: _____

What could go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency Plan
Lost Student	<ul style="list-style-type: none"> ⌘ All move around the SPCA together ⌘ Assign small groups to adults for supervision ⌘ Out of bounds areas clearly stated ⌘ Regular head counts 	<ul style="list-style-type: none"> ⌘ Teacher in charge for head count at beginning and end of visit ⌘ Adults in charge of small groups during visit 	<ul style="list-style-type: none"> ⌘ At entrance to SPCA when arriving and before getting on bus to leave ⌘ All adults to be observing students diligently at all times when animals are present 	<ul style="list-style-type: none"> Take class list with contact numbers for parents Take cellphone First Aid Emergency services Phone School Parents notified
Student attacked by an animal	<ul style="list-style-type: none"> ⌘ Clear instructions to students <u>not</u> to put fingers into cages unless supervised by an SPCA Officer 	<ul style="list-style-type: none"> ⌘ Teacher in charge, and SPCA officer 	<ul style="list-style-type: none"> ⌘ Leaving school for SPCA, arriving at SPCA, leaving SPCA and arriving at school 	
Injury Boarding or embarking buses	<ul style="list-style-type: none"> ⌘ Get on and off bus in single file with teacher supervising 	<ul style="list-style-type: none"> ⌘ Teacher in charge 		
General injury to student	<ul style="list-style-type: none"> ⌘ Clear instructions prior to entering SPCA that students <u>do not run</u> and walk quietly and sensibly at all times in all areas of the SPCA 			