**Contingency Plan for biking trip**

**Appendix and Form 6**

A contingency plan outlines a course of action to be followed if a preferred plan fails or an existing situation changes.

Note: An Incident Report (Form 12) is to be filed within 7 days of enacting a Contingency Plan.

1. *Early termination or delay of excursion* ***due to a change in weather*** *(basic outline of alternative actions and arrangements for students in the event of inclement weather).*

In the event of early or delay termination due to weather we would travel more or less than our distance planned for each day.

We could also wait to see if the weather would change. Group could attempt to wait out the problem. We can stay at camp one day or even 2, if needed. We could do longer days after to catch up or even spend an extra day on the road. It could become a 7 or 9 days trip if needed.

Teacher in charge will contact school via In Reach or sat phone and explain situation. Trip could be terminated at that point and pick-up arranged for. Group could either stay put or move to nearest appropriate shelter. Parents to be notified by school or contact person in the event of major change in plans.

*Sept.-Oct. inclement weather could be:*

* snow storm:
  + we may have to send a day at camp to let the snow melt on the road
  + we may stop our trip and ask the bus to come pick us up
  + we may change our route prior to departure if the summits are already snowy
* day-night long heavy rain
  + we may have to spend a day at camp
  + we may stop our trip and ask the bus to come pick us up
* cold days below 00C, ice forming on the road
  + we may have to leave camp later to let the ice/snow melt on the road
  + we may stop our trip and ask the bus to come pick us up
* very strong head wind
  + we may have to send a day at camp to let the wind die
  + we may have to arrange for earlier departure to ride with less wind
  + we may travel a section of the road by vehicle, we can transport 5 students/chaperones at the time with the crew cab truck to get to a further point along the route
  + we may stop our trip and ask the bus to come pick us up

1. *Early termination of excursions* ***due to behavior*** *(basic outline of arrangements and costs to parents for early termination due to behavior).*

Parent Guardian would be called to pick up the student. We need to ensure safety of troublesome student and other group members. Call school and request that they also contact parent/ guardian. Parent Guardian is responsible for arranging and paying for the cost of student pick-up at the first available/ most appropriate evacuation point.

Student and parent would be meeting with WSC administration team upon return to Whitehorse. Plan of action would be discuss upon group return with instructor and administration team. It may involve dismissal from the FACES program.

1. *Early termination of excursions due* ***to medical reasons*** *(basic outline of alternative actions and arrangements for students in the event of a medical emergency).*

Administer first aid as required. Call local emergency medical services if evacuation is required. If severe injury or illness requires evacuation from trip, transport student to the nearest road access for vehicle support or a helicopter landing area for air transport.

Group remains at area until help arrives. Once emergency medical plan activated, one group leader will contact the school administration and the ill/ injured students’ parents/ guardians. Once evacuation has been carried out, situation will be assessed and, if appropriate, group will continue with activities.

***While in Alaska***

*When I asked my insurance company, it said it will cover the Medivac costs to a bigger hospital which may be in Whitehorse or not. Each case is different.*

If student or adult needs to seek non urgent medical advice or service, we will either call home to bring student back to Whitehorse for medical follow up or drive to Haines Health Centre.

**Haines Health Centre: 907-766-6300**

Hours

Monday: 8:00 a.m. – 5:00 p.m.

Tuesday: 8:00 a.m. – 5:00 p.m.

Wednesday: 10:00 a.m. – 5:00 p.m.

Thursday: 8:00 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: Closed

Sunday: Closed

After Hours: Call the After-Hours Nurse Advice Line 1.800.613.0560 to reach a Registered Nurse for answers to your health questions.

Skagway Health Centre

EMS is activated by calling 911.

For care or advice after regular business hours, contact the on-call practitioner at 907-983-2025.

**Early termination or delay of excursion.**

**If the decision is made to evacuate a student**

1. The principal will be contacted and then the principal will contact the parents first. This is the standard communication practice on Off-Site Trips.
2. The trip leader will communicate with parents to coordinate a pick-up a as soon as possible (if possible) and the trip will continue.
3. If a student cannot be picked up by a parent a chaperone will drive them to home or a hospital, depending on discussion with parent(s) and principal.
4. If symptoms are severe, Emergency Medical Services 911 or Coast Guard will be contacted for help in the evacuation.

**If the decision is made to evacuate a leader**

1. And the ratio of adults to students can’t be maintained, the trip will be ended, if possible. The ratios are set so that a trip can carry on without one of the staff members if desired.
2. If the ratio can be maintained the trip will continue.
3. *Early termination due* ***to non compliance to use French as the language of the program.***

First, student and teacher will call home to address the issue with parent. If no improvement, a boat or a float plane would be arranged to pick up the student. Student and parent would be meeting with WSC administration team upon return to Whitehorse. Plan of action would be discuss upon group return with teacher and administration team. It will involve dismissal from the FACES program.