O6- Contingency Plan Snowshoe trip

**Appendix & 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 (Appendix & Form #12) is to be filed within 7 days of enacting a Contingency Plan.*

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 termination due to weather, we may pack up camp and return to Whitehorse. Parents would be notified as soon as the decision of packing up the camp is taken.***

***In Nov or Dec, inclement weather could be:***

***• Signs of snow storm coming, we will stay on site if it is already there. We won’t drive this road in stormy conditions.***

***• Cold days below 20 C, we do have some freedom because of the wall tent.***

Early termination or delay of excursion due to behavior (basic outline of arrangements and costs to parents for early termination due to behavior).

***We would send the student out on snowshoes with an adult and another student. Parent will pick up his/her child at meeting point. Student and parent would be meeting with administration team upon return to Whitehorse. Plan of action would be discussed upon group return with teacher and administration team. It may involve dismissal from the FACES program.***

Early termination or delay of excursion 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 injury or illness requires evacuation from trip, set up camp or stay at camp while help is coming, have injured person in the wall tent if possible. If needed, clear 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.***

Other

Early termination due to non-compliance to use French as the language of the program.

***We would send the student out on snowshoes with an adult and another student. Parent will pick up his/her child at meeting point. Student and parent would be meeting with administration team upon return to Whitehorse. Plan of action would be discussed upon group return with teacher and administration team. It could involve dismissal from the FACES program.***

Appendix to Off-Site Experiential Learning Policy