

LET'S WALK THERE

WALKING FIELD TRIP CHECKLIST

PRE-TRIP PLANNING

- Secure administration approval
- Talk to school nurse (general trip plan, specific student needs, get first aid kit.)
- Connect with special ed team, plan accommodations as needed
- Connect with EL teachers, plan accommodations as needed
- Plan the route. Walk the route. Be aware of any potential hazards/dangers and develop plans to mitigate them.
- Use standard district field trip slip. Include "walking" and the destination/s.
- Supervision: Assign adult staff to all groups or make sure volunteers have completed background checks (Policy 1450.II.E) and follow field trip ratios found on the general counsels website (general field trip is 1:5 grades 4-5; 1:10 grades 6-8; 1:20 grades 9-12)
- Leave route map, destination, and all leaders' cell phones with main office secretary
- Create plan for severe weather and monitor weather for any concerns with cold, heat, humidity, and potential storms
 - ✓ Have weather alert app on your phone if possible
 - ✓ Bring water, sunscreen, basic first aid supplies or anything else that may be needed
 - ✓ Suggest attire based on field trip location and weather
- Once full plan is in place, meet with administration again

Route Planning:

Google maps and the [Minneapolis Walking Routes for Youth Map](#) be helpful when planning. Look for low to medium volume street, with lower speeds and supportive walk infrastructure, such as wide sidewalks with a grass boulevard or other separation between the sidewalk and the street and intersections where there is signage, signals and/or painted crosswalks. On the route, look for places you can pull the whole group safely to the side for instructions or discussions. Also, plan for bathroom and water stops.

Always walk the route yourself before walking with students. Approximate timing 1/2 mile = ten minutes, but will vary a lot with purpose, condition, and size and grade level of the group.

PREPARE STUDENTS AND VOLUNTEERS: UNDERSTAND SAFE WALKING PRACTICES

- Review safe walking procedures with students:
 - ✓ Obey traffic signs, signals, and adults who help you cross the street safely
 - ✓ When you are near the street, don't push, shove, or chase each other
 - ✓ Follow directions from teachers and leaders
 - ✓ Demonstrate courtesy to our neighbors and neighborhood
 - ✓ Safe Crossing Procedure:
 - 1) Stop at the curb or edge of the street.
 - 2) Look left, right, left, and behind and in front of you for traffic.
 - 3) Wait until no traffic is coming and begin crossing.
 - 4) Keep looking for traffic until you have finished crossing.
 - 5) Always walk, do not run, across the street
- Know safe crossing guard procedures and [review guidelines](#).
 - ✓ A guard is always the first person in the street and the last person out of the street.
 - ✓ A crossing guard **ALWAYS** wears a reflective vest
 - ✓ Instruct students to cross only on the guard's signal.
- Assign chaperone roles such as front, back and intersection leader/crossing guard and communicate with them the trip plan and expectations.

ON THE FIELD TRIP BRING

- Student list and contact information.
- ALL phone numbers
 - ✓ All the chaperones and staff members present on the field trip
 - ✓ Your school
 - ✓ Transportation (612-668-2300)
 - ✓ District Communication Center (612-668-0322)
 - ✓ Emergency Management, Safety & Security (612-668-0177)
- First aid kit.
- Route map, destination information, and bathroom plan (all leaders)
- Water and food, if needed
- Reflective vests for intersection leaders. Consider also stop paddles or school patrol flags.
- Sunscreen

First Aid

(Add phone numbers and then laminate these instructions and include in a water bottle or other container along with the following supplies: gloves; mini hand sanitizer—to clean hands, not for wounds; wipes—for wounds; bandages; and 4x4 gauze)

CUTS AND SCRAPES	<ul style="list-style-type: none"> • Apply pressure to stop bleeding (wear gloves) • Wash with wipes • Apply bandage to dry skin • If too extensive for bandage, return to school 	<p>CALL 911 FOR EMERGENCIES*</p> <p>Other phone numbers:</p> <p>School Phone: _____</p> <p>Other: _____</p> <p>Other: _____</p> <p>Emergency Management, Safety & Security: 612-668-0177</p> <p>Transportation: 612-668-2300</p> <p>District Communication Center: 612-668-0322</p> <p>(*REPORTING NOTE: If you have called 911 please inform the school health office and complete an accident report found on the General Counsel's intranet website.)</p>
POSSIBLE FRACTURES OR SPRAINS	<ul style="list-style-type: none"> • Do NOT move the injured joint or bone • Call the school to get picked up (see other side) • If possible broken leg (unable to walk), or bone sticking out, do NOT move student, call 911 	
IF STUDENT HITS HEAD	<ul style="list-style-type: none"> • Call the school to get picked up (see other side) • Observe for confusion, vomiting, severe pain • If lost consciousness (even briefly), symptoms above, or other injuries, call 911 	
NOSEBLEEDS	<ul style="list-style-type: none"> • Have student pinch nostrils together (like it stinks) & hold until bleeding stops (NO wiping, blowing) • Have them sit up (NOT lying down or head back) 	
STINGS	<ul style="list-style-type: none"> • Watch for signs of allergic reaction (difficulty breathing, wheezing or gasping, swelling tongue, lips, airway) and call 911 if ANY signs. • Use fingernail/plastic card & scrape to dislodge stinger (do not push) 	