



## Course / Trip Loop Plan

**Program:**

**Dates:**

**Leaders** *(include contact info):*

**Location(s):**

**Vehicle Description & Location** *(include UTM coordinates for wilderness trips, also include airline info, railway info, flight #'s, etc):*

**Proposed Itinerary** *(include travel plans - intended start / stop locations, distances, estimated times, etc):*

**Intended Campsites, Lodging** *(Include UTM coordinates for wilderness trips):*

**Emergency Action Plan** *(In the event of an emergency requiring evacuation, what will we do? How will that change throughout the trip based on location?):*

**Emergency Contact Numbers** *(specific to region):*

**Hospital Address & Directions** *(include pertinent medical insurance information for international travel):*

**Contact Protocol** (In the event of an emergency the protocol for notifying necessary parties will be as follows):

1. Address any life-threatening circumstances as appropriate
2. Call the following people, in this order, until someone is reached:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
3. When contact is made a plan should be made to contact any relevant parties (staff, law enforcement, participant families, etc.)