

OFF-CAMPUS TRIP PLANNING FORM
(Must be submitted to Principal with Field Trip Approval Form)

Teacher Sponsoring Trip: _____ Initial Plan Date _____

Destination(s) Knoxville Symphony Orchestra – Tennessee Theatre or Clayton Center for the Arts, Maryville

Departure and Return Date(s) February 27 or 28, 2019

Itinerary/Schedule: (Provide a complete listing of all routes, times, events, and locations as well as a phone number for each designation)

_____ AM: Depart from _____ Elementary

9:00 AM Arrive at Tennessee Theatre, 604 Gay Street, Knoxville, TN 37902 or Clayton Center for the Arts, 502 East Lamar Alexander Parkway, Maryville, TN 37804

-or-

10:30 AM Arrive at Clayton Center for the Arts, 502 East Lamar Alexander Parkway, Maryville, TN 37804

9:30 AM: Knoxville Symphony Orchestra 2019 Very Young People's Concert:
Symphonic Stories featuring The Remarkable Farkle McBride

10:30 AM Depart from Tennessee Theatre or Clayton Center for the Arts

-or-

12:00 PM Depart from Clayton Center for the Arts

_____ Return to _____ Elementary/Middle

Risk Assessment:

I. What hazards are present? (Heavy traffic area, water, large crowds, etc.) Students will unload in front of the Tennessee Theatre on Gay Street and load busses to travel back to school behind the Theatre on State Street these two streets have downtown walking as well as driving traffic

At Clayton Center for the Arts, Students will unload in either the parking lot closest to Clayton Center on the North Side or along the Side of the building with direct sidewalk access to the Center. Students will return to parked buses or be dismissed to their bus along the side of the building so that they do not have to cross parking lots

II. Who will be affected by hazards? (Students, Chaperones, Teachers, etc.) Bus Drivers, Teachers, and Chaperones

III. How can risk be eliminated or reduced? (Avoiding certain areas, extra supervision, etc.) Bus Drivers will be directed by traffic police to drop off students for the performances and then proceed to parking. Reloading of busses will occur one bus at a time and be supervised by traffic police, ushers, Tennessee Theatre staff, Clayton Center for the Arts staff, and KSO staff. Teachers are provided with seating charts for their group in advance of the concert so that they can guide the group in the theatre and

directly to their seats aided by Tennessee Theatre ushers, Clayton Center for the Arts ushers, KSO staff, and volunteers. To aid in supervision all groups are encouraged to bring 1 chaperone for every 10 students (and this chaperone is admitted free of charge).

Emergency Plans

What steps will be taken in the event of an emergency? (Who will be contacted, how will communication be handled, who makes decisions, etc.?) Any emergency that occurs while schools are located in or on the premises of the Tennessee Theatre or Clayton Center for the Arts will be handled by the Tennessee Theatre ushers and staff, Clayton Center for the Arts ushers and staff, which includes an officer trained to handle emergencies. The head usher and KSO Director of Education & Community Partnerships will make decisions. The principal of schools affected by an emergency will be contacted by the teacher in charge or by the KSO Director of Education & Community Partnerships.