

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 – Knoxville Civic Auditorium

Departure and Return Date(s) October 31, November 1 or November 2, 2018

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/Middle

9:00 AM or 10:30 AM: Arrive at Knoxville Civic Auditorium, 500 Howard Baker Avenue, Knoxville, TN 37915; (865) 215-8900

9:30 AM or 11:00 AM: Knoxville Symphony Orchestra Fall 2013 Young People's Concert: *What's Your Story?*

10:30 AM or 12:00 noon: Depart from Civic Auditorium

_____ Return to _____ Elementary/Middle

Risk Assessment:

I. What hazards are present? (Heavy traffic area, water, large crowds, etc.) Heavy traffic to and from the Civic Auditorium and large crowds of approximately 2300 students

II. Who will be affected by hazards? (Students, Chaperones, Teachers, etc.) Bus Drivers, Teachers, Students 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 9:30 AM performance at the door and then proceed to parking. Buses for the 11:00 AM performance will be directed to parking and Civic Auditorium Ushers will direct student across a covered walkway and into the Civic Auditorium after the 9:30 AM audience is clear and the building has been inspected. Teachers are provided with seating charts for their group in advance of the concert so that they can guide the group in the auditorium and directly to their seats aided by Civic Auditorium ushers, staff, 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). Ushers also assist groups in exiting the Civic Auditorium and returning to the area of bus parking.

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 Civic Auditorium will be handled by the Civic Auditorium ushers and staff, which includes a Registered Nurse. 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.