

**Off-Campus Water-Related Activity
Safety Checklist**

There are many procedures that must be completed in order to adequately prepare students for trips to the ocean, pond, stream, or other water sites. The checklist below can be used by KS staff to determine if minimal conditions are met to ensure a safe water-related activity. These items are not meant to be exhaustive, and KS may add items to meet the needs and conditions particular to its students and teachers.

Preparation for the Off-Campus Water-Related Activity

<u>Date Completed</u>	<u>Activity</u>
_____	Review policies and regulations, safety procedures, and guidelines. Ask administrator for clarification if appropriate.
_____	Visit site to assess suitability of field trip to student ability and classroom objectives.
_____	If applicable, check with agency responsible for the site regarding site safety rules and procedures applicable to the planned activity.
_____	Discuss planned water activity with Aquatics Supervisor, or similarly designated staff to determine if site and activity are safe and appropriate for age group and also to confirm lifeguard availability for date assigned.
_____	Submit the appropriate field trip/aquatics activity request forms to the principal or supervisor. Include objectives and safety considerations for specified water-related activity.
_____	Disseminate and compile completed Parent Authorization for Student Travel.
_____	Arrange transportation to and from the site. Arrange to have some type of emergency transportation vehicle at the site. If not emergency transportation vehicle is available, ensure that a cell phone (with proper reception/area coverage) is available.
_____	Secure chaperones, taking into consideration the age and ability level of students, site conditions, and type of planned activities. See guidelines for recommended student:adult ratios.
_____	Check student health records and parent information forms with respect to students' allergies, heart conditions, recurrent health problems, etc.
_____	Lifeguard(s) will obtain appropriate first aid supplies, necessary water safety rescue equipment, and communication device such as cellular phone.
_____	Submit itinerary to school office.
_____	Prepare attendance lists for each adult/chaperone.
_____	Brief students and chaperones about anticipated conditions at the field site.
_____	Provide students and chaperones with pre-trip instructions and information about water-related activities. Make certain students understand why they are participating in the water-related activity and what they are to accomplish.

- _____ Establish rules of conduct appropriate for the specified site. Review prior to the day of the activity and also at the activity site.
- _____ Prepare safety discussion, including possible emergency procedures, based on anticipated conditions.
- _____ Check with the National Weather Service for forecasts and newspapers for environmental conditions at general area of activity.
- _____ Call Aquatics Supervisor, or similarly designated staff one day prior to event to confirm planned activity or to make any changes due to weather or site conditions.
- _____ On-site: Lifeguard will check water conditions; wave patterns; direction and strength of currents; water visibility; drop offs or holes in wading areas; and dangerous marine organisms. Lifeguard will have the authority to place conditions or restrictions on water activity to ensure safety of all participants.
- _____ Note location of nearest phone, restrooms, medical facilities, fire station, and shade.
- _____ Provide chaperones with a list of responsibilities, names of group members, and safety procedures.
- _____ Assign activity leaders their areas of responsibilities. For example, one adult should be in charge of over-all activities and not chaperone any group of students. Another adult should be put in charge of first aid, time schedule, boundaries, "penalty box," etc.
- _____ Assign buddies to help one another.
- _____ As appropriate, lifeguard will certify swimming abilities of participants.
- _____ After the activity, debrief. Reflect on effectiveness of safety procedures used at the activity site. Suggest appropriate changes and/or clarifications as appropriate.