

STANDARD OPERATING PROCEDURE STUDENT / STAFF TRIPS

PURPOSE:

To establish procedures for DoDDS Isles District sponsored student and staff travel during Force Protection Condition Bravo (FPCON B) or lower. In Higher FPCONs measures local military commanders and the Isles District Superintendent's Office will provide specific guidance for all DODDS Isles District School / Staff travel. While Local military commanders are ultimately responsible for threat and vulnerability assessments, DoDDS has the direct responsibility to ensure information is provided at the local levels to allow Military Commanders to make informed decisions that mitigate the threat or define acceptable levels of risk.

CHANGES: Reporting times for all Curricular, Co-curricular, and Overnight Trips, to both District Safety and Security Office and Local coordination through Military Chain of Command change from 10 days to 30 day IAW United States European Command Antiterrorism-Force Protection / Operations Order 01-01, 30 June 2001. (See paragraphs 1,2, and 3). Also no school trips will take place during the last week of the school year (See paragraph 6).

REFERENCES:

DoDDS Regulation 4700.1, "Department of Defense Dependents Antiterrorism/Force Protection (AT/FP) Program" dated 6 July 2000.

DODI 1402.5, Criminal History Background Checks on Individuals In Child Care Services

United States European Command Antiterrorism-Force Protection / Operations Order 01-01, 30 June 2001.

RESPONSIBILITIES:

All DoDDS Isles assigned personnel must ensure compliance with this SOP, and all provisions contained in above references as applicable for DoDDS sponsored travel. School Principals have the direct responsibility to ensure their respective School travel procedures are in compliance with the procedures outline within this SOP. *Students must be chaperoned at all times while on School travel.* Schools should also track all travel internally through their own developed matrix or list.

PROCEDURES:

1. Curricular, Co-curricular Trips: The respective Principal must approve Requests for all trips. A DoDDS Isles District Risk Assessment Planner (Attachment #1) must be completed and provided to the Isles Safety and Security Office not later than 30 days prior to the requested travel date.

2. Overnight Trips: Requests for all overnight trips must be submitted by the respective principal through the Isles District Superintendent's Office for review and approval, and a DoDDS Isles District Risk Assessment Planner (Attachment #1), and a Overnight Field Trip Request Form (Attachment #2) will be completed and provided to the Isles Safety and Security Office not later than 30 days prior to the requested travel date. Co-curricular sport trips do not require Attachment #2 to be completed and forwarded.
3. Local coordination through Military Chain of Command: Schools Principals will provide local military leadership notification and documentation as requested for all school travel through their local installation's School Liaison Officer NLT 30 days prior to travel. If the local military Commander disapproves the student travel the school trip is canceled, and the DoDDS Isles District Safety and Security Office will be notified as soon as possible.
4. DoDDS staff trips: All DoDDS-Isles staff personnel will adhere to the provisions outlined in this SOP for their travel requirements when the trip involves 10 or more staff members. The sponsoring official will be responsible to ensure appropriate documentation is completed and forwarded through appropriate channels as decided above.
5. The Sponsor of each school trip will be in physical possession of their respective Isles-District Trip Plan at all times while on the trip. Chaperons should also have copies to refer to as needed.
6. No school trips will take place the last week of the school year.



Linda L. Curtis
Superintendent

Attachments:

1. DoDDS Isles District Risk Assessment Planner
2. Overnight Field Trip Request Form

EXAMPLE
(London Central HS)
(Name of School)

1. Name and Place of Event: (SPONSOR PROVIDED)

Example:

Cross Country Team to RAF Alconbury for Regular Season – Cross country route will be off installation.

2. Dates of Travel: (SPONSOR PROVIDED)

Example:

4–5 Oct 03

3. Itinerary – (SPONSOR PROVIDED)

Cut and paste itinerary here, as applicable.

Example:

4 Oct 03: 0700 Heyfordian Travel PU @ London Central HS 0700.

5 Oct 03: 1430 Leave RAF Alconbury.

4. Route (SPONSOR PROVIDED VIA LOCAL School Bus Office)

Insert narrative of directions listing major roadways.

Example:

From RAF Daws Hill along the A404, M40, M25, M1, A421, A1 local roads to RAF Alconbury. Return back to RAF Daws Hill is the reverse of the trip.

5. Enroute Safe Haven (Obtained from Isles Safety & Security Office)

List names and phone numbers of nearest military installations enroute.

6. Billeting Arrangements (SPONSOR PROVIDED)

List name of hotel and phone number. If sleeping in gym, identify – e.g., Base Gym, If not a hotel or base lodging facility, use cell phone number of sponsor.

Example:

Coach and Students will be staying on base at RAF Alconbury Base Gym.

7. Agenda (SPONSOR PROVIDED)

Insert schedule of events involving any side trips (e.g., tour of Bruges, visit to the Mall of the Americas) away from main location/event.

Example:

0645 Assemble at Bus Parking Lot of LCHS

0700 Depart LCHS to RAF Alconbury

0830 Arrive RAF Alconbury HS

1430 Depart RAF Alconbury HS

1600 Arrive LCHS

8. Communications (SPONSOR PROVIDED)

List phone numbers of teacher/coach, principal, safety and security office, and superintendent, and School Liaison Officer.

Example:

Michael Mickenberg (Lakenheath Sponsor) – 01638-711595 (Cell) 0787 614-8332

Thomas Smith (Principal) (H) 01480-465076, (Cell) 07730-700792

Claudette Dewitt (Assistant Principal) (H) 01480-455668, (Cell) 07764-570594

Ron Arnold (Safety and Security) DSN 226-7035; (CIV 01638-527035); (Cell) 07876-148356

Paul Haggan (Athletic Director) (H) 01487-822302

Linda Curtis (Superintendent) (W) 0044-1638-527251; MOBILE (44) 7876-148334

Mr. John Szakas (Schools Officer) (W) DSN: 235-6103

Gilbert Christovale Lakenheath SBO 07876 148 311 (Cell) 07876-148311

For list of all participants and emergency contacts and phone numbers – see attached roster

9. Communications Checks (SPONSOR PROVIDED)

List procedures for communications checks

Example: Each cell phone will be checked prior to departure from the school.

- When all are on the bus at LCHS and ready to depart, telephone the Command (numbers #1 & #2 below)
- *Coach Hicks will call the Athletic Director (Coach Murphy) when the group reaches Alconbury (approx. 0830) The process will be repeated on the return trip with Coach Hicks calling Coach Murphy when the group departs Alconbury at 1430. If a call is not received within one hour after the designated times, Coach Murphy will attempt to contact Coach Hicks via cell phone.*

* When all are on the bus and ready to head back, telephone the Command (numbers #1 & #2 below)

#1 Call - CDR for Command at (0044-7850-757-036)

#2 If no answer at above # call Duty Office itself (0044-1895-616-114)

10. Participants (SPONSOR PROVIDED)

List names of participants and emergency contact name and phone numbers if trip is an overnight trip.

List only total number of teachers, adult chaperons and students if day trip.

Example:

See attached list. (Overnight Trip)

3 Teachers, 7 Chaperons and 57 Students. Ensure a list of all participants be maintained in the school office for emergency contact if required.

11. Security Measures (SPONSOR PROVIDED)

Additional security precautions taken that are not listed elsewhere on this form.

12. List any special requirements or conditions. (SPONSOR PROVIDED)

Examples:

- *Teachers and Chaperon will be provided with a wallet-sized card listing emergency contact number.*

- Students will be chaperoned at all times.

- Students have been advised they are not to leave the gym premises unless accompanied by a teacher/chaperon.

- Students and teachers have been advised not to bring valuables (money, jewelry, electronic devices) to the gym. Small, inconspicuous cameras are permitted, but they must be carried at all times.

If students will be staying with host families, insert contact information here.

13. Current Country Threat & FPCON Levels (Obtain from Isles Safety & Security Office or local Force Protection office)

Example:

Origin: Threat Level is High, and FPCON is BRAVO plus

Destination: Threat Level is High, and FPCON is BRAVO

14. Attach consular information sheet.

**** Only if traveling outside your schools country of residence.**

http://travel.state.gov/travel_warnings.html

15. Additional Comments:

NOTE: Teacher/Sponsor must carry Trip Plan at all times during trip.

FOR OFFICIAL USE ONLY

Attachment 2 (Overnight Field Trip Request)

SOP 03-047

OVERNIGHT FIELD TRIP REQUEST

SCHOOL NAME:							
SPONSOR NAME:/DATE SUBMITTED							
TRIP OBJECTIVE:							
RELATED CURRICULUM AREA:							
NUMBER OF STUDENTS:							
STUDENT ADULT RATIO:							
NAMES OF CHAPERONES:							
CLASSES/GROUPS INVOLVED:							
DEPARTURE DATE:							
ESTIMATED DEPARTURE TIME:							
DEPARTURE LOCATION:							
RETURN DATE:							
ESTIMATED RETURN TIME:							
RETURN LOCATION:							
ESTIMATED COST TO STUDENTS:		FOOD:		ENTRANCE FEES:			
		LODGING:		OTHER:			
		SPENDING:		TOTAL COST:			
TRIP ITINERARY:							
PLANS FOR NON-PARTICIPANTS:							
SUB DAYS		# of Subs		# of Days		Approved	Disapproved
SCHOOL BUDGET IMPACT							

I am planning to take students on the overnight field trip as detailed above. I understand that I have the primary responsibility for assuring that the trip is safe and effectively conducted.

DATE:		SPONSORS SIGNATURE:	
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Principal's Endorsement - I have reviewed this overnight field trip request and recommend its approval. It is a well-planned and desirable activity.

	SUB DAYS:		APPROVED:		DISAPPROVED:
DATE:		PRINCIPAL'S SIGNATURE:			

Superintendent's Decision: I have reviewed this overnight field trip request and it is:

	APPROVED:		DISAPPROVED:		APPROVED WITH THE FOLLOWING CONDITIONS:
DATE:		SUPERINTENDENT'S SIGNATURE:			

School Trip / Travel Flowchart

