

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify \_\_\_\_\_  
☒ Organization/Club Trip, specify HOSA ☐ Other (athletic, band, if applicable) \_\_\_\_\_

DESTINATION HOSA State Leadership Conference ADDRESS 830 Phillips Lane PHONE 602-367-2251  
Louisville Ky. 40209

- ☐ Out of State ☒ Out of County ☐ Within County

☒ Overnight: give name, address, phone of lodging Springhill Suites by Marriott  
820 Phillips Lane, Louisville, Ky. 40209 866-247-5445

DATE(S) OF TRIP March 19-21 DEPARTURE TIME 8:15 RETURN TIME 4:30

PURPOSE/EDUCATIONAL VALUE HOSA State Leadership Conference

SOURCE OF FUNDING FOR TRIP HOSA

**NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.**

BILL TRIP EXPENSES TO: ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY \_\_\_\_\_

NUMBER OF: STUDENTS 14 FACULTY SPONSORS 2 OTHER CHAPERONES \_\_\_\_\_  
 TOTAL # OF PARTICIPANTS 16

FOOD SERVICE: ARE MEALS TO BE PROVIDED BY FOOD SER ?

☐ NO ☒ YES, # OF STUDENTS \_\_\_\_\_ - COMPLETE PAGE 2 AND SUBMIT 2 WEEKS PRIOR TO TRIP

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.

☒ CERTIFICATED COMMON CARRIER; SPECIFY BUS

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

☒ YES ☐ NO I HAVE AN EVENT-SPECIFIC EMERGENCY ACTION PLAN FOR THE TRIP SITE AND WILL DISTRIBUTE TO ALL PERSONNEL ATTENDING THE EVENT IN AN OFFICIAL CAPACITY.

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? ☒ Yes ☐ No

Arusti Maloney Peck  
 Signature of Faculty Sponsor

3/2/26  
 Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_  
Kelly  
 Signature of Superintendent/Designee 3/3/26  
 Date

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

School Location:

Botts Elementary School

(Please check one)

Meniffee Elementary School

Meniffee High School



Number of student meal requested:

14

Date needed:

3/19/26

Time needed:

7:30 AM

Contact or Pick-up Person:

Kristi Peck

Contact Telephone Number:

606-495-6763

Special Needs:

Requesting Person Name:

Kristi Peck

Requesting Person Signature:

Kristi Maloney Peck

Please submit list of students who participated on the field trip to the Cafeteria Manager at time of pick-up.

**RELATED PROCEDURES:**

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: 8/16/2023

Person or email contacted at venue to discuss EAP Debbie McCoil  
Position/title of person contacted Front Desk Representative  
Date(s) of contact 3/2/26

Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no

If yes, where is it located. Lobby, meeting rooms, dining area

Does venue have an emergency response team (ERT)? ☒ yes ☐ no

Process to request AED and/or ERT if needed at the scene: Management / Security

Will a portable AED be taken from school on this trip? ☒ yes ☐ no

If yes, who will be responsible for oversight and location of AED? Kristi Peck

Is any other assigned emergency equipment available on field trip? ✓

If yes, list location of equipment: \_\_\_\_\_

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival:
  - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
  - Call 9-1-1 using cell phone or other means of communication.
  - Begin Hands only CPR (push hard and fast in center of chest about 100 times/minute).
  - Retrieve and use the nearest Automated External Defibrillator (AED).
  - Continuing supporting the victim until the local EMS arrives and takes over care.
  - Direct EMS to the scene.

Review/Revised: 8/16/2023

# Crowne Plaza

## Guest Emergency Protocol

Emergencies occur when we least expect them. It is important to be as prepared as possible when an emergency arises at one of our hotels. A well thought out emergency response is one of the cornerstones of The Al J. Schneider Company's safety program; we owe this to you and every one of our guests and associates.

In the event of a fire or other emergency, seconds count. The safe, orderly, and prompt evacuation of the hotel guests and associates is paramount. Emergency Response Planning can involve several incidents that require decisive and immediate action.... fire, weather, chemical spills, mechanical issues within our complex, and criminal attacks. Knowing what to do and how to do it is critical.

### **The number one priority is to remain calm.**

All the AJS Hotels are equipped with the most technologically advanced fire detection systems, emergency service notification, fire suppression systems, and public address systems.

### **Know where to go.**

All exits are clearly marked and illuminated. In the event of a power outage all AJS Hotels have emergency generators that will provide essential services in a power outage incident. The elevators will continue to operate unless there is an elevator lobby smoke alarm. Elevators may be used for evacuations for special needs, all others should use fire stairwells. If you are going to require special assistance in emergency evacuations, please advise our hotel associate when registering.

Proceed to the nearest marked emergency exit.

Follow a route that takes you completely outside the facility. Locate and remain at a rally point. Once an emergency occurs, our staff will quickly assist guests in evacuations and lead them to a safe and secure location. Rally points for the Crowne Plaza are identified on the following page.

***“The best defense is a well-planned offense.”***

#### General Emergency Information

AJS Hotels Director of Loss Prevention, Safety, and Security  
Aubrey Gregory 502-568-3462

Crowne Plaza Security- 502-380-4611 (24-hour availability)

Louisville Metro Police, Fire, and EMS 911 (response depends on level of emergency)

Police non-emergency contact 502-574-7111 or [www.louisville-police.org](http://www.louisville-police.org)

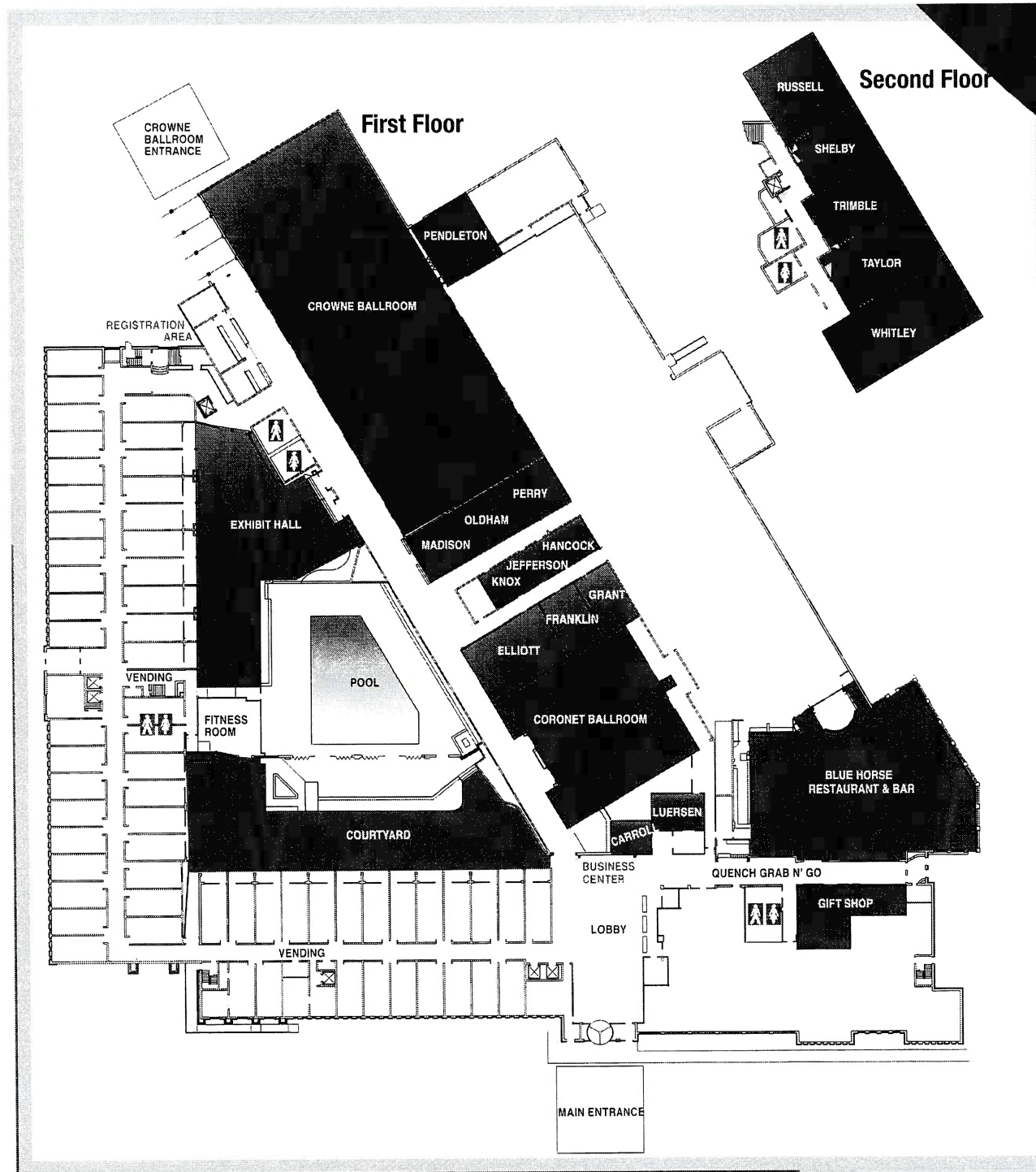
Level 1 Trauma Hospital-University of Louisville Hospital, 530 S. Jackson St.  
502-562-3000

Norton Hospital 200 E. Chestnut St, 502-629-8000

Nearest Urgent Care-Baptist Health Urgent Care, 3605 Fern Valley Road Suite #100  
(502) 928-0915

Pharmacy- Walgreens Pharmacy 808 Eastern Parkway, (502) 637-7612 Closes at 9:00  
pm

# Floor Plan for Crowne Plaza Louisville Airport Expo Center



## AED Locations:

### Crowne Plaza:

- located on first floor in back of house
- one by Crown Registration desk
- One by front lobby

### Spalding University

- Located to left of door of Room 107 by fire extinguisher