



**INSTRUCTIONAL FIELD TRIP REQUEST  
COVINGTON INDEPENDENT PUBLIC SCHOOLS**

CODE \_\_\_\_\_ BILL TO: \_\_\_\_\_  
(MUST HAVE CODE OR BILLING INFORMATION BEFORE BUS IS CONFIRMED)

**LOGISTICAL INFORMATION (teacher and/or principal)**

Teacher's Name Peyton Mullins Cell Phone# 513-403-1564

School Holmes High School Grade: 10-12 No. of Students 6 #Adults 2  
TOTAL BUS CAPACITY: K thru 5 = 64 passengers 6-12 = 50 passengers

DATE OF TRIP April 25-29 DESTINATION Atlanta, Georgia

Pick Up Location n/a Return Location \_\_\_\_\_

Departure time (from school) n/a Return Time (arrive at school) \_\_\_\_\_

Supervisor(s) other than Teacher William Keszi - district volunteer

**DESCRIPTION (completed by Teacher). Please state the instructional goal of this field trip. If this trip meets the qualifications of the arts and humanities or practical living program review, all related documentation should be completed and filed with the school.** International Career Development Conference for DECA.

**HEALTH CARE NEEDS**

Are any students attending this trip in a wheel chair? YES \_\_\_\_\_ NO X Number of Wheelchairs \_\_\_\_\_

Does any student on this trip require special medical treatment? Have any specific allergies that would require medication to be given? YES X NO \_\_\_\_\_. If yes, complete below or attach documentation with the student name and medical condition.

Attached

**EMERGENCY ACTION PLAN (EAP)**

Destination Georgia World Congress Center Address 285 Andrew Young Intl. Blvd NW

Contact person at venue to discuss EAP provided to Lisa Oakes

Position/Title of contact person KY DECA State Advisor Date(s) of contact 3/9/26

Is there an Automatic External Defibrillator (AED) on site at the venue? YES X NO \_\_\_\_\_

If yes, where is it located? Front Desk

Does venue have an emergency response team? YES X NO \_\_\_\_\_

What is the process to retrieve the AED and alert the emergency response team at the venue? Call Security

Front desk, call 911.

Will a portable AED be taken from school on this trip? YES X NO \_\_\_\_\_

If yes, who will be responsible for oversight and location of AED? Peyton Mullins

What other emergency equipment, if any, is available at the venue? First Aid

List location of equipment Front Desk

The lead chaperone/school personnel attending the field trip is responsible for ensuring these components of the EAP are in place and communicated to all chaperones/school personnel on the trip:

- Provide copy of venue's specific EAP to all personnel attending the field trip
- Location and accessibility of AEDs at the venue
- 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 AED
- Continuing supporting the victim until EMS arrives and takes over care
- Notify Director of Health Services and Central Office as soon as reasonably possible, after EMS has taken over care of the patient.

**HEALTH NEEDS/EMERGENCY ACTION PLAN APPROVAL**

NURSE SIGNATURE Wagner M. Williams, RN DATE 3/12/26

**INSTRUCTIONAL APPROVAL**

PRINCIPAL Arta Smith DATE 3/12/26

DIRECTOR (if applicable) [Signature] DATE 3/12/26

**TO BE COMPLETED BY TRANSPORTATION**

Driver \_\_\_\_\_ Trip# \_\_\_\_\_ Bus# \_\_\_\_\_ Trip Date \_\_\_\_\_

Time (Lot) Out \_\_\_\_\_ Time (Lot) In \_\_\_\_\_ #Trip Hours \_\_\_\_\_

Odometer Out \_\_\_\_\_ Odometer In \_\_\_\_\_ Miles \_\_\_\_\_

Teacher/Coach/Sponsor Sign \_\_\_\_\_ Driver Sign \_\_\_\_\_