



Recommendations for Student Travel Safety

-Adapted from the SYTA Center for Student Travel Safety

Recommendations for Hotel Safety:

- Remind all travelers of the evacuation procedures and policies for the property, including not using elevators during an evacuation.
- Decide upon and inform your students and chaperones of a primary and a secondary meeting place to gather outside during an evacuation.
- Inform travelers of their responsibility for any damage to the hotel room or its property.
- Group leaders/chaperones should inspect each student room for any previous damage and/or unacceptable conditions.
- Remind students of proper hotel behavior:
 - Proper dress
 - Do not hang any item from a fire suppression sprinkler
 - Be respectful of other guests, keep noise level appropriate
 - Do not block hallways or pathways

- Room checks should be conducted each evening, when students are expected to be in their hotel room for the night. These checks should be conducted with at least two chaperones of the same sex as the room occupants. We recommend not entering the room but requiring each occupant to be seen to confirm they are in the room. The expectation should be made that no one should leave the room after the check unless an emergency occurs.

- Travelers should be assigned a fellow traveler (a buddy) and when moving within the hotel, students are required to travel in pairs at all times.

- A security organization or chaperones should provide visual observation of the hotel floors where your group is located. This could reduce the possibility of someone entering the area who should not be there and discourage students from moving from one room to another after room checks are completed.

- Each group member should know the room location and contact information of all group leaders and chaperones, in case of an emergency.

- Advise students not to open their hotel doors for anyone other than a group leader, unless an emergency situation occurs, and a first responder is the earliest to arrive at the room. If they look through the peephole and see a hotel staff member, security guard, or someone else, they should

- call their chaperone and ask them to come to their room before opening the door. They should tell the person through the door that they must wait until their adult chaperone arrives.
- During every swimming activity, a certified lifeguard should be present to perform guardian duties during the entire activity. If a lifeguard is not available, we recommend not using the pool.

Recommendations for Motor coach Safety

- Please see additional motor coach safety practices form?
- Insist on each traveler using seatbelts if they are available.
- Carry an appropriately stocked first-aid kit.
- Know the location of the fire extinguisher(s)

Recommendations for Amusement Parks and Attractions Safety

- Prior to arrival at the amusement park or attraction, make sure travelers' medical forms are with the chaperones of the student travelers they are responsible for.
- When arriving at an attraction or amusement park, establish meeting point in the event a group member becomes separated from the rest of group. Visit this meeting point, so everyone clearly understands the location.
- Once the meeting point has been identified and briefed, show the group where the first-aid station is located.
- Set meeting times and ensure everyone understands the expectation to be at the meeting point before the set time.
- Remind your student travelers to listen to employees of the attraction and follow their direction.
- When preparing to leave an attraction or amusement park, ensure all participants are present

Recommendations for Restaurant and Meal Activities

- Upon arrival, confirm all meal arrangements for travelers with food allergies or other medical conditions with restaurant or catering personnel. EPN will alert the facility of any and all special meal requests we are informed of in advance, however, it is ultimately the responsibility of the individual with the allergy/condition to ensure it is free from any ingredient that could cause a medical event.

These recommendations are not intended to be inclusive of every challenge a group could face when traveling, but we believe they are suggestions that may reduce the chance of a problem during your trip.

Thank you from EPN Travel Services. We hope you have a rewarding, fun and SAFE trip!