

State Tournament Trip '26 Emergency Procedures

1. Pre-Trip Preparation

- **Collect critical info**
 - Student medical forms, allergies, medications
 - Emergency contacts for all students
 - **Assign supervision structure**
 - Chaperone-to-student ratio (1:3)
 - Room assignments with a shared roster
 - **Share expectations**
 - Curfew, room checks, and behavior rules
 - Emergency procedures explained before departure
 - **Create communication system**
 - Group chat (e.g., text thread or app)
 - Backup: phone tree if service fails
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2. Arrival at Hotel

- Conduct a **brief safety orientation**:
 - Identify exits, stairwells, and emergency meeting point outside
 - Review hotel room safety (locking doors, not opening to strangers)
 - Distribute:
 - Hotel address and phone number
 - Staff contact list
 - Confirm:
 - Students know their room numbers and assigned roommates
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3. Supervision & Accountability

- **Room checks**
 - At curfew and randomly if needed
 - **Buddy system**
 - Students must move in pairs/groups—no one alone
 - **Sign-out procedure**
 - Required if leaving rooms (even within hotel)
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4. Emergency Scenarios & Procedures

A. Fire Alarm / Evacuation

- Students:
 - Exit immediately using stairs (no elevators)
 - Bring room key + shoes if possible
 - Staff:
 - Sweep assigned rooms quickly if safe
 - Grab roster
 - **Meeting point:** Pre-designated outdoor location
 - Take attendance immediately and report missing students
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B. Medical Emergency

- Call **911** first if serious
 - One staff member stays with student
 - Another:
 - Contacts parents/guardians
 - Notifies school administration
 - Bring:
 - Medical forms if going to hospital
 - Assign someone to supervise remaining students
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C. Missing Student

- Verify last known location and time
 - Check:
 - Room, nearby rooms, common areas
 - Contact:
 - Student's phone immediately
 - If not found within ~10–15 minutes:
 - Notify hotel security
 - Call police if necessary
 - Inform parents and school
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D. Behavioral Incident (e.g., misconduct, conflict)

- Separate students involved
 - Ensure immediate safety
 - Document incident
 - Contact:
 - School administration
 - Parents if appropriate
 - Apply school discipline policies
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E. Severe Weather / Shelter-in-Place

- Monitor weather alerts
 - Move students to:
 - Interior hallways or designated safe areas
 - Keep group together and take attendance
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5. Communication Plan

- Primary: Group text/chat
 - Secondary: Direct phone calls
 - Emergency contacts list shared among all chaperones
 - One designated **trip leader** handles:
 - Communication with school
 - Media (if needed)
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6. Curfew & Night Procedures

- Set clear curfew time
 - Conduct room checks:
 - Lights out / quiet hours enforced
 - Chaperones:
 - Stay accessible overnight (phones on, doors known)
 - Students instructed:
 - Call immediately for any issue—no hesitation
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7. Morning Check-Out

- Wake-up check
 - Room checks for:
 - Damage
 - Missing students/items
 - Confirm all students accounted for before departure
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8. Documentation

- Keep a simple **incident log**:
 - Time, event, actions taken
 - Helpful for:
 - School reporting
 - Parent communication
 - Liability protection
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