

TRIP & TRAVEL PROCEDURES

PLEASE COOPERATE TO ENSURE A SAFE & FUN TRIP FOR EVERYONE!

1. BE AT THE RIGHT PLACE AT THE RIGHT TIME! Know your schedule.
2. Never go anywhere alone! Stay in a group of three or more at all times. This is for your safety!
3. Nutrition is important for peak performance. Sweets and large amounts of caffeine should not be consumed the night before the performance. Eat a good breakfast.
4. Be very courteous at all times. You are a class act, so be sure that your behavior reflects this at all times. Good manners are contagious.
5. Dress appropriately. Appearance must be neat at all times when in uniform or while under observation as representatives of the band program and school.
6. Do not leave the hotel or any place we visit without director's permission.
7. NO P.D.A. - Public Display of Affection. To do so would demonstrate a lack of respect and understanding that you are on a school-sanctioned activity.
8. Proper language is to be used AT ALL TIMES.
9. NO music should be played on buses without headphones. Be considerate of others who are trying to sleep.
10. Courtesy must be maintained while in restaurants. Speak quietly and clean up your area when finished.
11. The use or possession of any alcoholic beverage, tobacco, or drugs is absolutely forbidden at all times. Violation will result in dismissal. The presence of such substance will incriminate all in the room.
12. All prescription medications must be in the original container with the dosage specified on the front and a completed medical form. Inhalers and EpiPen should be given to the designated Chaperone during performance times to ensure that they are readily available if needed.

EMERGENCY PROCEDURES

In the event of an emergency, such as the declaration of a "code red" security status during the event, the following procedures will be followed:

All students will report to the designated emergency meeting location (see below) at the venue they are in, and await instructions from teachers/chaperones.

- Lunch, Dinner, or Rest Stops - Buses
- Competition sites - Buses
- Hotel - Lobby
- Universal - Main entrance

All students shall have cell phones on, but WILL NOT place calls. Instead, they shall await a call from chaperones with the next set of instructions. Students and chaperones will proceed back to the hotel and meet in the lobby. No student shall enter his/her own room or a chaperone room until instructed to do so.

Once in the hotel, the following actions will be carried out:

- Chaperones will keep students in one area.
- Chaperones will begin contacting parents to confirm that students are safe and inform them to await further instructions.
- Band Director will contact school administration for the course of action to be followed. School administration will be contacted at home or cell phone numbers after school hours.

If it is deemed necessary to immediately return home, Band Director will begin arrangements for transportation back to Stoneman Douglas High School. Parents will be contacted and given a detailed plan of arrangements. School administration shall assist in answering parent concerns until students arrive home safely.