



2015 National Order of the Arrow Conference

Travel Safety Planning Thoughts

All our guests coming to NOAC will want to have a fun, safe and memorable trip. We also know that many Lodges have planned side events along the way to increase the fun and memories of the 2015 NOAC adventure.

To assist you in the planning and execution of your travels, please consider the following safe travel ideas. Planning in advance will help to ensure a fun and safe trip.

General Thoughts:

1. Every Contingent should appoint a Safety Officer for their contingent. This Safety Officer should have a copy of the following:
 - o A list of all contingent members' and leaders' names.
 - o Copies of parental approvals to participate.
 - o Contact information for all contingent members and leaders, including the following information: emergency contact, insurance, phone numbers, email addresses, etc.
 - o Copies of contingent members' and leaders' medical forms (need to remember to adhere to HIPPA guidelines).
2. Provide contingent leadership contact information to all parents/guardians. Have a plan to communicate along the trip to let parents and others know where you are relative to your trip.
3. Create a buddy system for all contingent members and leaders. Have a buddy check from time-to-time.
4. Develop a written trip plan that includes all travel events planned, overnight locations, travel routes, etc. Share the plan with the parents. This written trip plan will help to ensure that all details are covered for getting to/from NOAC.
5. In-Transit travel pickup points and drop-off points should be well defined, with times for gathering, and times when you will be leaving. Have a hard leave time – and a plan on what to do with those that don't make it in time (you know you will have one).

6. “Side events” on the way to NOAC. What and why, locations, and the reason for the event. FUN is a good reason, but so is the idea of getting out and running off some energy that your contingent members might have when they are sitting too long. Have a plan for when you are going to gather and leave from these side events. Make sure that your contingent members know if there will be any need for extra money at these side events. Conduct a few buddy checks at your side events and one before everyone gets on the transportation.
7. You are at NOAC. Let the parents know you got to the NOAC site safely. Checking in at NOAC should be quick and timely. Have another buddy check.
8. When at NOAC, how can parents reach the contingent leadership and/or their youth? In today’s world of cell phones and the internet this can create interesting concerns. A parent might contact a youth for some emergency reason and the youth might try to leave the NOAC site without telling anyone what is going on. Have a rule that communicates to the parents/guardians that the contingent leadership in all cases must be informed first.
9. NOAC is over; everyone is exhausted from all of the many days and nights of fun. This is when things might go wrong. Be Prepared. Do a buddy check with a careful accounting of every contingent member.
10. If not traveling by commercial bus or other commercial means, make sure that those who are driving have plenty of rest. Follow the BSA’s The Risk Zone: Transporting Scouts Safely (http://www.scouting.org/filestore/HealthSafety/pdf/632-006_WB.pdf). And, of course, make sure to stop periodically to let the drivers maintain their driving focus.
11. You are at the official end of the trip. Yes, have another buddy check. And then make sure that contingent members leave the demarcation point with a parent/guardian.

First Aid

- Every contingent should have a first aid-trained leader who is trained in Basic First Aid and CPR. Every contingent member should have a personal first aid / medical (medications) supply kit.
- Let your contingent leaders know if you become ill before, during or after NOAC.

Personal Security

Where you’re staying in a hotel or at NOAC MSU Residence Hall:

- **Lock Your Door.** Be sure to keep your door locked when not in your room. Most hotel/residence doors have peepholes, so be sure to keep your door locked if you do not recognize the person knocking. Do not open your door for any unauthorized persons, and contact your contingent leadership for assistance.
- **In Case of an emergency.** On the back of every hotel door are usually instructions for what to do in case of fire or other emergencies. You don’t have to memorize the instructions, but do read them over so you know where to go. Be ready to move quickly if an exit is required. You can pick up a new sash later.

- **Emergency Numbers.** Know the phone numbers to your contingent leaders. If at a hotel, be sure you also know how to use the hotel phones. Sometimes you have to dial a number to reach an outside line.
- **When Not to Go In Your Room.** Please use caution when entering your room if it is open or left unlocked. Also, if someone is following you down the hall, don't go in your room. Let the person pass you before you go in.
- **Valuables.** Be careful with your valuables (patches, sash, and money). This includes any items that you bring to NOAC to participate in the many trading events.

While Touring:

- **Stay Together.** Try to travel in your group and avoid going off along - especially at night. Also, do not accept rides from strangers. Remember to stay with your buddy and be ready for a buddy check at any time. Many Lodges wear "travel shirts" that all look alike so you can be easily recognized other members from your group.
- **Emergency Numbers.** Keep the names, addresses, and numbers for your hotel, leader, and bus company on you all the time. You never know when you will get lost or need to tell a cab driver where to go.
- **Watch Your Luggage.** Keep an eye on your luggage at all times so that no one else has access to your items. Keep your luggage carefully stored when you arrive at NOAC.
- **Watch What You Eat.** When you are traveling always remember to watch what you eat, and be certain keep hydrated.

In Transit:

- **Wear your seatbelt.** Whether you are traveling by car, van, or airplane as sudden movements, turbulence, or loss of cabin pressure can cause injury. A seatbelt will protect you from injury.
- **Listen to Safety Procedures.** They may seem boring, but if an accident does happen, you'll want to know where to exit the plane or vehicle.
- **Suspicious Behavior.** If you see any suspicious behavior, be sure to report it to an authority figure.

Have as much safe and fun at NOAC as you can. Build new friendships, fellowships, and bonds that will last a lifetime.

