



Agenda

- Communication Plan
- Chaperone Responsibilities and Travel Procedures
- Missing Camper Procedure
- Procedures at Space Camp
- Medical Emergency Procedures/Covid Plan
- Communication Plan





Communication Plan

- We will set up a group Text.
- Each team will have a color, Red Team, Green Team etc..
- Please text the group as you make progress.
 - “Blue Team through Security”, “Red Team at Gate”, “Green Team on flight and accounted for,” etc....
- Occasionally Dan or I will send out a text asking for a roll call, report back where your team is, and that everyone is there.
- If it is an emergency, Call Dan and/or Tim Immediately. Text group as well.



Travel Procedures

- We have organized 6 Travel Groups
- One or Two Chaperones will be assigned to each group.
- Each Travel Group will get a team name and assigned a color
- Chaperones, in partnership with staff, will be responsible for their travel group.
- Chaperones will receive a packet, including, airline tickets for group, lanyards and badges for each camper and chaperone.
- Travel Groups stay together at all times.





Travel Phases

- Chaperones and OSCA staff will meet at Airport 15 mins before campers arrive.
 - Packets will be handed out in a quick briefing.
 - Campers will be divided into groups with each Chaperone.
 - Once you have your complete group;
 - Brief your group on the three rules for travel: **Stay with your group, stay with your group, stay with your group.**
 - Put Bag Tags and Transfer Tags on all checked Luggage. Make sure correct bag tag (Name) is on each piece of Luggage.
 - Proceed to the ticket counter with the group and check-in
 - Text Team "Team XXX checked in and headed to Security"
- **Check-In**
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - Leave Security
 - Baggage Claim
 - Walk to Bus



Travel Phases - Security

- Proceed to Security Check Point (Please double check you are checking in at the correct security checkpoint for the flight.
 - **Text group "Team XXXX at Security"**
 - Ask kids if they have anything that can't go through Security.
 - Minors under 18 do not need ID at Security; the Agent will ask kids if they know who you are and why you are traveling as a group. Brag about Space Camp!
 - Proceed through Security. I have kids put all loose items in their backpacks so they have no loose items going through security.
 - Make sure all items are accounted for before leaving Security Area.
 - **Text Group "Team XXX through Security, headed to Gate"**
- Check-In
 - **Security**
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - Leave Security
 - Baggage Claim
 - Walk to Bus





Travel Phases - Gate

- Arrive at Gate
 - Text Team “Team XXX at gate”
 - Stay together, remind kids of the 3 rules of Travel.
 - Once all teams are at gate, Dan and Tim will coordinate with you on boarding order.
 - If there is time, you may take your group, the entire group, to a shop or bathrooms. Please text group on your plans and where you are going.
- Check-In
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - Leave Security
 - Baggage Claim
 - Walk to Bus



Travel Phases - Boarding

- Once Boarding Starts, Please board as a group, regardless of what boarding numbers say; use the lowest boarding number as your position in line.
 - Please hold on to all tickets, do not hand to campers.
 - Once on the Plane, move past the exit rows and sit as a team. Please fill all seats in a row. To minimize campers seated next to other travelers.
 - Once on board and accounted for, text team “Team XXXX on board and accounted for”
 - Tim and Dan will ask for a final roll call and will do a manual count as well.
- Check-In
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - Leave Security
 - Baggage Claim
 - Walk to Bus





Travel Phases - Disembark

- Once Cabin Crew has cleared us to disembark the aircraft, please proceed to the boarding area.
 - Remind kids to check seat pockets and area for personal items
 - Make sure Campers understand they need to wait at the gate until everyone in there group is off the plane.
 - We will ensure all teams are off the plane and ready to proceed to Lunch and/or the next flight.
 - Proceed to Next Lunch
 - Text Team "Team XXX, Headed to Lunch"
- Check-In
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - Leave Security
 - Baggage Claim
 - Walk to Bus



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Travel Phases - Lunch

- Once at Lunch Area Text Team "Team XXX at XXX lunch area."
 - Organize campers to get in line for lunch. Campers Should have cash for Lunch; if a Camper does not, contact Dan or Tim.
 - Stay together as a group.
 - Remind campers of the three rules for travel.
 - Once Lunch is complete, proceed to the Next Gate.
 - Text Team "Team XXX, head to gate."
- Check-In
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - Leave Security
 - Baggage Claim
 - Walk to Bus



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Travel Phases – Next Gate

- Arrive at Gate
 - Text Team “Team XXX at the gate.”
 - Stay together, and remind kids of the 3 rules of Travel.
 - Once all teams are at the gate, Dan and Tim will coordinate with you on the boarding order.
 - If there is time, you may take your group, the entire group, to a shop or bathroom. Please text the group about your plans and where you are going.
- Check-In
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - **Next Gate**
 - Boarding
 - Disembark
 - Leave Security
 - Baggage Claim
 - Walk to Bus



Travel Phases - Boarding

- Once Boarding Starts, Please board as a group, regardless of what boarding numbers say; use the lowest boarding number as your position in line.
 - Please hold on to all tickets, do not hand to campers.
 - Once on the Plane, move past the exit rows and sit as a team. Please fill all seats in a row. To minimize campers seated next to other travelers.
 - Once on board and accounted for, text team “Team XXXX on board and accounted for”
 - Tim and Dan will ask for a final roll call and will do a manual count as well.
- Check-In
 - Security
 - Gate
 - **Boarding**
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - Leave Security
 - Baggage Claim
 - Walk to Bus





Travel Phases - Disembark

- Once Cabin Crew has cleared us to disembark the aircraft, please proceed to the boarding area as a group.
 - Make sure Campers understand they need to wait at gate until everyone in there group is off the plane.
 - We will make sure all teams are off the plane and ready to proceed to Lunch and/or next flight.
 - Proceed to Next Stop. Lunch/Next Gate/Baggage Claim
 - Text Team "Team XXX, Headed to XXXX"
 - **Do not exit security unless all campers accounted for.**
- Check-In
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - **Disembark**
 - Leave Security
 - Baggage Claim
 - Walk to Bus



Travel Phases – Leave Security

- **Do not go through security unless you have all campers in your group accounted for**
- Check-In
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - **Leave Security**
 - Baggage Claim
 - Walk to Bus





Travel Phases – Baggage Claim

- Once you arrive at Bag Claim, Text Team “Team XXX at Bag Claim”
 - Collect all bags and wait near windows next to baggage claim as a group.
 - Wait as a group for all groups to collect bags.
 - We will do a final bag check and deal with lost bags now.
- Check-In
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - Leave Security
 - **Baggage Claim**
 - Walk to Bus



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Travel Phases – Walk to Bus

- All groups will walk to the bus together (10 mins)
 - Please keep your groups together during the walk.
 - Drop bags off with Bus Driver for Loading.
 - Load kids on Buss.
 - Text Team, “Team XXX on Bus”
- Check-In
 - Security
 - Gate
 - Boarding
 - Disembark
 - Lunch
 - Next Gate
 - Boarding
 - Disembark
 - Leave Security
 - Baggage Claim
 - **Walk to Bus**



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Missing Camper Procedures

- Immediately contact our Mission Commander or Pilots, Dan, or Tim.
- All groups meet at the departure gate or baggage claim if at the destination.
- **Do not proceed through security if you do not have your entire group and contact OSCA staff via mobile phone.**
- Mission Commander will organize a search
- OSCA staff will ask the airport to make an announcement.
- If our flight departs before a camper is found, an OSCA staff member will stay, collect the lost Camper and make alternate travel arrangements.



Procedures at Space Camp

- No helicopter parents. Do not take any Camper from their group
- If you get communication from Parents about a camper please contact Dan and/or Tim to coordinate communications.
- Chaperones are not allowed in sleeping areas
- Always wear your security badge.
- Enter and exit Space Camp through security gate.
- If there is an emergency contact Dan and/or Tim.
- If you see any problems with Campers please let Dan, Tim know so we can work with Leadership to solve any issues.





Medical Emergency Procedures

- If there is a medical issue please contact Dan, Tim or Sharon.
- If A camper needs to go to Sick Bay or you find out they are in Sick Bay please contact Dan, Tim immediately.
- Covid Procedures.

