

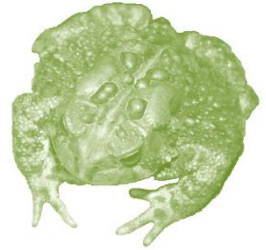


OVERNIGHTS MANUAL 2015-2016

TRIP ORGANIZER CHECKLIST

- Compile all completed Medical/Liability Forms
- Find out about any food allergies & plan to bring alternatives
- Contact ECHO with any special needs
- Designate a group of campers for each chaperone
- Distribute this manual to all chaperones
- Have a meeting with your group to share all of the information in the manual

As your group begins to plan for your ECHO adventure, please take some time to read over this manual. It will let you know what to expect during your Overnight Program, what to bring, and how to prepare. Also, please share this information with your entire group. The more you know before you arrive, the more prepared and excited your group will be!



CHAPERONE EXPECTATIONS

- ❖ Stay with your group at all times
- ❖ Be responsible for 7 or fewer campers
- ❖ Join in during all activities
- ❖ Manage any prescription medications
- ❖ Familiarize yourself with safety procedures
- ❖ Supervise your campers' behaviors
- ❖ Encourage participation in activities
- ❖ Make sure that all of your campers are in their designated sleeping space and quiet at lights-out
- ❖ Administer First Aid



CAMPER EXPECTATIONS

- ❖ Stay with your group and chaperone at all times
- ❖ Stay inside ECHO
- ❖ Show respect to everyone
- ❖ Wear your nametag
- ❖ Walk
- ❖ Do not tap on the glass of the tanks
- ❖ Use the stairs unless you need the elevator and are accompanied by an adult
- ❖ Sleep in your designated sleeping space
- ❖ Clean-up after yourself
- ❖ Try all activities
- ❖ Have fun!

LIST OF ITEMS TO BRING

Please pack everything in one bag that is clearly labeled with your name. You will not have access to your belongings until bedtime.

- ❖ Clothes that you are comfortable sleeping in (wear layers)
- ❖ Sleeping Bag
- ❖ Sleeping Pad (the floor is linoleum)
- ❖ Pillow
- ❖ Flashlight
- ❖ Toothbrush and toothpaste
- ❖ Medications
- ❖ Optional: Camera/Money for the gift shop



PLEASE DO NOT BRING

- ❖ **Air Mattresses, unless required for medical purposes**
- ❖ Tents
- ❖ Hair Dryers
- ❖ Electronic Devices (IPODS, CD players, speakers, video games, etc.)
- ❖ Food or Drinks (unless it is an alternative to snack or breakfast)
- ❖ Anything valuable
- ❖ Drugs or Alcohol

SAMPLE SCHEDULE	
6:30 p.m.	Check-in/Self-guided Exploration
7:10 p.m.	Welcome Program
7:40 p.m.	Activity Rotation 1
8:30 p.m.	Snack
9:00 p.m.	Activity Rotation 2
9:50 p.m.	Activity Rotation 3
10:40 p.m.	Prepare for Bed
11:00 p.m.	Lights-out
6:30 a.m.	Wake-up/Pack-up
7:00 a.m.	Breakfast
8:00 a.m.	Gift Shop/Self-guided Exploration
9:00 a.m.	Departure

DRIVING DIRECTIONS

From Interstate 89 in either direction, take Exit 14 West toward Burlington. Route 2 becomes Main Street in downtown Burlington. With Lake Champlain in view, take a right onto Battery Street. Drive one block to the light and take a left onto College Street.



CAR PARKING

ECHO is located at the bottom of College Street on the Waterfront. Parking is located *behind the museum.*

ARRIVAL AND CHECK-IN

- ❖ Please arrive between 6:30 p.m. and 7:00 p.m.
- ❖ Please have your entire group together with your Medical/Liability Forms. Any participant without these forms will not be admitted into ECHO
- ❖ Please enter through the main entrance
- ❖ ECHO Staff will check in your group, give you a welcome packet, collect all of your paperwork, and show you where to store your belongings
- ❖ After all of your group's belongings are stored, you are welcome to begin exploring ECHO until the Welcome Program begins at 7:10 pm.

*If you arrive after 7:10 p.m., please call 802.864.1848 because all of the doors will be locked.

EVENING ACTIVITIES

After the Welcome Program, we will begin our evening activities. In your Welcome Packet, you will have your group's schedule of activities. Chaperones should take an active part in activities by assisting students and following the directions of the staff.



EVENING SNACK/BREAKFAST

ECHO will provide a snack in the evening and light breakfast in the morning. All food will always be free of nuts. However, if you have a participant or chaperone with additional dietary concerns, please bring along appropriate alternatives, as we will not have a wide variety of options available. We will be happy to store a snack or breakfast in the refrigerator.

BEDTIME

When it is time to get ready for bed, your group will be able to retrieve your belongings and bring them to your designated sleeping spaces.

Please Keep in Mind:

- ❖ We must keep a clear path of egress from each space, so please make sure that all participants and belongings are within the designated sleeping area
- ❖ All group members should be in their sleeping spaces and quiet by 11:15 p.m.
- ❖ The lights will go out around 11:00 p.m. Safety lights will be kept on all night, so it will never get completely dark
- ❖ Please make sure that your campers know where their chaperone will be sleeping within the group's designated sleeping space
- ❖ Know where ECHO staff will be sleeping in relation to your sleeping area

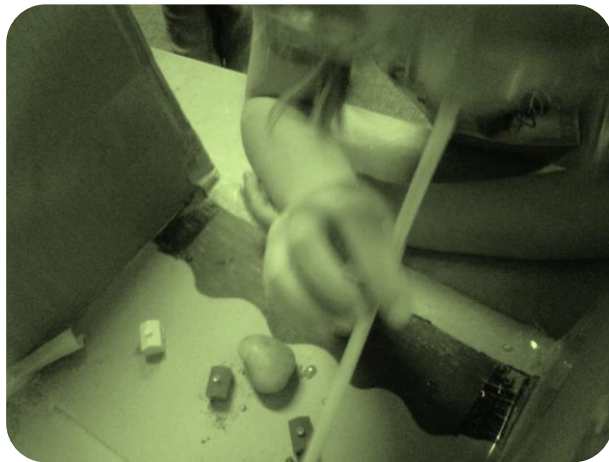
WAKE-UP

A wake-up call will be made at 6:30 a.m. All participants must be on the first floor with all of their gear packed by 7 a.m. Before leaving your sleeping area, please do a sweep for any items left behind and make sure everyone is ready for the morning activities (have brushed their teeth, etc.).

DEPARTURE

In the morning, each group will have the opportunity to eat breakfast, visit the gift shop, and explore the exhibit halls. ECHO Overnight patches will be available for collection during breakfast. There is no closing program so that groups with long distances to travel feel free to depart as needed.

All ECHO Overnight participants must leave the building by 9 a.m. ECHO opens to the public at 10 a.m.



GENERAL SAFETY GUIDELINES

- ❖ All doors will be locked after 7:10 p.m.
- ❖ All youth participant must have Medical/Liability Forms filled out and signed
- ❖ Safety protocols will be reviewed at the Welcome Program



SLEEPING SPACES GUIDELINES

- ❖ Every person sleeping in ECHO (youth, chaperones, and ECHO staff) must sleep in a designated sleeping space
- ❖ Sleeping spaces will be designated ahead of time based on group size, space capacity, and distance from curtain-less windows (during early sunrise days)
- ❖ Designated sleeping spaces include exhibit and non-exhibit spaces
- ❖ Every sleeping area has a path of egress which must remain clear
- ❖ Any guests that are physically challenged will sleep in the Into the Lake Room to facilitate quick and easy egress in the event of an emergency

FIRST AID/MEDICATIONS

- ❖ Please ask any ECHO staff member for a First Aid Kit
- ❖ Chaperones will administer First Aid, unless additional help is needed
- ❖ An incident report must be filed for any First Aid administered
- ❖ Chaperones must collect and administer all prescription medications
- ❖ Upon request, clearly labeled medications (in a plastic bag with the participant's name on it) will be stored in a refrigerator overnight

FIRE EVACUATION PROCEDURE

In the event of a fire, the fire alarm will sound, white enunciator lights will blink, and the fire department will automatically be notified.

1. In the event of a fire alarm, the building must be evacuated immediately (the elevator will not function if a fire is nearby, in such circumstances, individuals with a physical disability will need assistance down the stairs)
2. All groups will meet in Waterfront Park (North of ECHO)
3. Once outside in Waterfront Park, chaperones must do a head count of their group and report to the designated ECHO staff member any missing members
4. Once the Fire Department arrives, further directions will be given
5. If the fire alarm was clearly pulled by a participant (without any indication of a fire), please let ECHO staff know immediately. Everyone must still evacuate, but the Overnight Coordinator will call the Burlington Fire Department to alert them that the alarm was pulled

SECURITY ALARM PROCEDURE

In the event that an outside door to ECHO is opened after the building has been armed, an alarm will sound, the overhead lights will come on, and the police will automatically be notified.

1. In the event of a security alarm, everyone should stay put. If you are in a room with a door, close the door
2. An ECHO staff member will head directly to each of the sleeping spaces, alert the group that this is a security alarm, not a fire alarm, and ask them to stay together in a group and wait for further instructions
3. Further instructions will be given based on the reason for the alarm
4. If a participant opened one of the doors, please let ECHO staff know immediately. The Overnight Coordinator will call Burlington Police Department, but they will still come

