



## HOSA Leadership Conference Chapter Safety Checklist

HOSA chapter advisors are asked to review conference safety standards with their students and registered guests as soon as possible after checking in for the leadership conference. Conference delegates should know what actions to take to avoid danger, or in the unlikely event a crisis occurs.

### General Information

- For safety and liability reasons, all delegates must stay in approved conference hotel
- Chapter advisors should have a copy of the Medical Liability form for each person in their delegation.
- Write down emergency contact information (parent) for each student.
- You should also have the name and home phone number of the school administrator to be notified in case of an emergency.
- Program – review the conference program with your chapter members. Make sure they know where they should be at all times, and where you will be. Have them write it down in their program. If for any reason your students need you at any time of the day, they should know where to find you.
- Cell phones – Advisors should carry a list of their students' cell phone numbers at all times.

### Hotel

- Review the safety features in the room (sprinkler system, phone number for security, chain and door lock, etc.) Make sure students know not to hang anything on the water sprinkler. Use all auxiliary locking devices on doors and windows.
- Remind students to not leave their doors propped open, especially if no one is in the room.
- Find the nearest emergency exit. Instruct students to use the stairs in the event of an emergency. Discuss the procedure to be used if a fire alarm is sounded.
- Select a place to meet with your students in the event there is an alert of any kind at any time of day.
- Use the door viewer to identify anyone requesting entry. Open the door only if you are certain the person has a legitimate reason to enter your room. If in doubt, call the front desk.
- Report any lost or stolen items to your advisor, hotel management and to the police.
- Never leave money, checks, credit cards, jewelry or other valuables, extra room keys or car keys in the room. Take valuables with you or leave them in the hotel safety deposit box.
- Report to your advisor and hotel management any suspicious activities in the corridors or rooms. Remember – the only way to stop crime is to get involved in crime prevention.



## Leisure Time

- Ask students NOT to wear their conference name badges when leaving the hotel – and ALWAYS wear the name badges when participating in any HOSA function in the conference center or off-site skill area.
- Always travel in groups – preferably of three or more.
- Always notify the advisor of your whereabouts at all times. If you have a cell phone, make sure it is turned on during the day (except as prohibited during conference activities) and re-charged at night.
- Carry only the cash you need in small denominations and never discuss your plans or the amount of money you are carrying.
- Carry your purse close to your body and your wallet in your front pocket.
- Ask for directions at the hotel desk to those attractions you want to visit. Looking lost may make you look like an easy target for crime. If you get lost, find an open business and ask for directions.
- Be wary of strangers who seem overly anxious to help you.
- Visitors are major targets for pickpockets in many cities throughout the world. Stay alert to what's going on around you.
- Walk “smart” when you leave the hotel area; know your destination and the best way to reach it. Travel along sidewalks, and NEVER walk alone.
- Establish a “buddy” system with another delegate from your chapter, share schedules and check up on each other periodically.
- Jackets with pockets provide a convenient alternative for females to reduce the chance for lost or stolen handbags.
- Lap top computers are attractive, easy targets for thieves. Be sure your lap top is in a secure place.
- Every major city in the world has a homeless population. This social problem is common to urban areas. Most homeless people are harmless; however, some transients are chronic law violators who often infringe upon the rights of others. We suggest using a combination of caution and respect around panhandlers and other strangers.
- Have a current bus or public transportation schedule. This info can usually be obtained from the hotel concierge or front desk. Know when the last scheduled pick-up at major attractions will occur.
- Always make sure the taxi driver starts the meter, never pay more than the meter amount. Gratuities are acceptable.
- Have exact fare (cash) for public transportation.