



864-834-7104 Fax PO Box 128, Travelers Rest, S.C. 29690 864-834-5604 Phone

Dear Educator,

**Safety** is a priority when students are away from home, and the key element is the responsiveness, planning and cooperation of licensed security firms to ensure the safety and well-being of students during their trips.

Having a **Security Guard** on site allows parents and educators to sleep well while assuring their safety.

Students must stay in their rooms at night during an overnight field trip. To ensure this, it is important to post a security guard on the floor your students occupy.

Your **Team Blue Tour Director** will meet with the hotel's night clerk to review a host of procedures. A floor plan of the hotel is provided with all points for the security officers to review. Property evacuation plans are reviewed, as well as any potential situations where a medical emergency may arise. Part of the process also revolves around how many students will be traveling and where they will be placed within the hotel.

The **security officers** are then briefed on the facility where they will provide security. They are provided with the names of the tour/group leader and their contact information. Tours are reconfirmed by the national operations centers to ensure that they are arriving at the correct hotel and at the designated time.

Once the student group arrives on site, the security officers check in with the national operations center, as well as with the hotel security departments. The security officer reviews, any potential changes to the schedule, as well as hotel procedures, to ensure that all safety and security issues are addressed. In addition, the officers check in with the tour director and group leader to ensure rooming assignments are correct.

Director of Operations and Student Travel,

*Jeff Bradley*



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## Security Request Form

Some schools elect to hire security to monitor the halls of the hotel at night. We generally hire them for the school to monitor the halls from 11:00 pm until 5:00 am (total of 6 hours). The price of the Security varies but generally is between \$35 and \$40 per hour.

This cost is above and beyond the cost of the trip and will be invoiced to the school separately. Blue Ridge Tours does not benefit from this transaction so only the actual cost of Security will be billed. We simply offer it as a courtesy.

Please indicate below if you wish to have security at the hotel and we will let you know once the reservation has been confirmed.

Name of School: \_\_\_\_\_

School Trip: \_\_\_\_\_ Trip Date: \_\_\_\_\_

Would you like to request Security at the Hotel during the night?                      or

Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**Please complete this form and return to us.**