

## Chaperone Guidelines for Oregon Sea Grant Marine Education Programming Hatfield Marine Science Center

Thank you for participating in Oregon Sea Grant (OSG) Marine Education Programming at Oregon State University's (OSU) Hatfield Marine Science Center (HMSC). We are thrilled that you are taking time to participate in this wonderful and unique learning opportunity for your students. We want to acknowledge how much we appreciate your time and effort, as we recognize it is not easy to take time away from your already busy schedules.

OSG's Marine Education Program's goals are to provide high quality lab and field experiences that facilitate self-growth, the development of critical thinking skills and scientific understanding of marine ecosystems to encourage students to become life-long stewards of the marine environment. While our Educators will prepare and execute all of the educational programming, your role as a chaperone will be imperative in making sure your field trip to HMSC is a day full of learning and fun for both you and the students. We ask that you follow the guidelines listed below to ensure that everyone has an educational, safe and enjoyable field trip.

### Chaperone Responsibilities:

- **Prepare for your trip ahead of time.** Review and familiarize yourself with the field trip itinerary prior to arrival to reduce confusion during your field trip. Students are often split into smaller groups and it is your responsibility to know your individual group's schedule.
- **Participate in group orientation upon arrival.** Our Education Staff will provide you a brief orientation when you arrive. Please listen and ensure students follow directions and adhere to all facility rules.
- **Be present and available.** Plan to stay on-site and engaged with the group at all times. Please limit side conversations and phone use during class to help with noise control and monitoring of students.
- **Participate and encourage a positive learning environment.** Having a positive attitude toward learning and participation will help set the tone. Encourage students to get excited, be positive, and treat others respectfully.
- **Support our Educators:**
  - We like our chaperones to serve as assistants in the lessons and activities. This will help students stay focused, model engagement and proper behavior, and maintain the idea that this is a school field trip and not a vacation from school.
  - Encourage students to investigate and try new experiences as an individual and as a group. Your role is to guide students through the process of learning but not to give them the answers or participate in the activity for them.
  - Please help keep the group together, especially when the class involves going outdoors to our nearby beach and/or mudflat.
  - Please be available to assist our educators with distributing or exchanging live animals or materials from your table throughout the lesson. Help us monitor safe handling of animals to ensure safety of both the students and the animals.
- **Handle immediate basic first aid.** You may be requested to help handle small injuries such as cuts or scrapes. Please report any injuries to the Education Staff.

**Per OSU's Youth Safety and Protection Expectations of all Adults Working with Minors, Chaperones, Will:**

- Assist the teacher/group leader in ensuring direct supervision of students. Teachers and chaperones are responsible for ensuring classroom management and ensuring students act in a safe, respectful, and responsible manner.
- Treat all youth equitably, regardless of their actions of behavior, sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, and other identities.
- At no time be alone with a single, unrelated youth in the context of a HMSC program or activity. If one-on-one interaction is necessary, be sure to meet in an open, well-illuminated area within sight or sound of other authorized adults.

**Visitor Center Etiquette:**

- Students are required to stay with their chaperones or chaperone groups.
- No eating or drinking is allowed in the visitor center, auditorium, or lab/classrooms.
- Students should walk at all times. Please do not run or climb on exhibits.
- Only *hands* are allowed in the touch tanks and animals should be touched gently. Animals in touch tanks should never be picked up or pulled on.
- Help increase exhibit access and reduce overcrowding by spreading out students among different exhibits and rotate after a few minutes. Students should interact with exhibits and equipment respectfully, sand and water should stay inside respective tanks, and chaperones should ensure students have an equitable opportunity to engage in activities.

**Emergency Procedures:**

Our facility is located along the Cascadia Subduction (earthquake) zone and is within the tsunami inundation zone. In the event of an **earthquake**, chaperones should instruct students to drop, cover, and hold-on. After the shaking stops, immediately evacuate to higher ground. The closest tsunami evacuation site is located on the roof of the Gladys Valley Marine Studies Building.

In the event of an **evacuation**\* chaperones are responsible for gathering students and directing them to follow the education staff to a safe area. Chaperones maintain responsibility for ensuring student safety and behavior throughout the emergency and after the emergency as well.

\*An evacuation may be for an incoming tsunami, fire or other safety hazard.

We look forward to engaging with you and your group during your hands-on experience at HMSC. Thank you for helping us ensure the safety of all participants and animals alike. If you have any questions, please contact the lead teacher of your school or the Marine Education Coordinator ([SeaGrantMarineEd@oregonstate.edu](mailto:SeaGrantMarineEd@oregonstate.edu); 541-867-0233).

