



## WHAT TO EXPECT ON YOUR FIELD TRIP



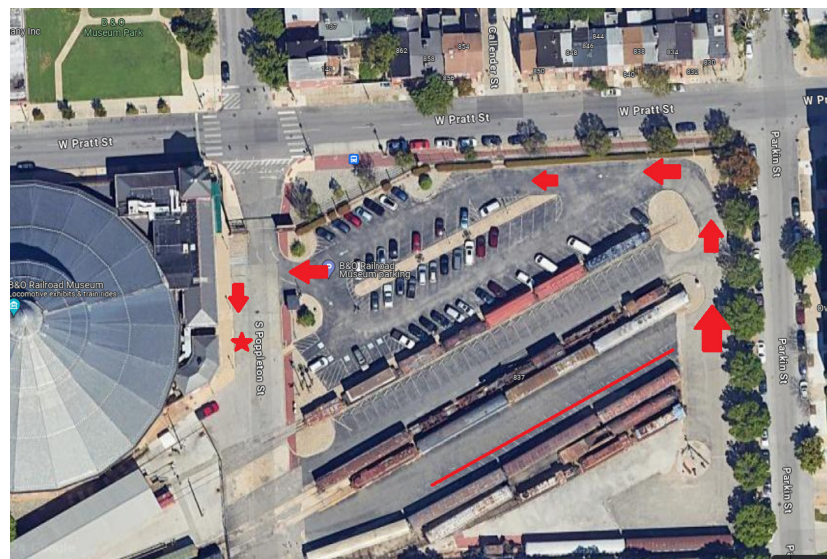
Have you scheduled a field trip and that day has finally arrived? This guide will help you prepare for your field trip to the B&O Railroad Museum. Share this guide with chaperones, bus drivers, school administrators and whoever else may find its contents helpful.

## BUS ARRIVAL PROCEDURE

On arrival, buses and vans can pull into the museum's parking lot at 901 West Pratt Street and pull up along the curb to the right to unload students. See the red star on the below map for drop off location.

After dropping off, buses and vans can park parallel to the trains in the far aisleway of our parking lot. Bus parking is noted by the red line on the below map.

When it is time to depart, students can again be picked up from the same curb used during drop off. As you can see on the below map, the parking lot is structured to allow the bus to circle around through the back for pick up (see arrows in red).





## WHEN YOU ARRIVE

On arrival, students will be greeted on the bus by museum staff, told to exit the bus and line up against the building. Group leaders will be informed how to handle student lunches if the group does not abide by our recommended lunch policy (see policy below).

Student groups will be escorted inside the building, where they will be seated on the turntable floor in our Roundhouse for an introduction. During the introduction we will review your groups schedule, student code of conduct, what and where students can touch, and other facility resources. Chaperones will be provided with a map and schedule to help guide them throughout the visit.





## LUNCHTIME

If your group has reserved a space to eat lunch on site, you will be informed of that lunchtime ahead of your visit. Lunch reservation spaces include an outdoor covered pavilion, and indoor classroom or first come first serve picnic tables.

To speed up the arrival process and store lunches more efficiently, students should not be carrying their individual lunches on arrival at the museum. We recommend having school chaperones carry a tote bag or backpack and hold onto the lunches belonging to the students in their group. If that is not possible, please ensure lunches are packed together in tote bags, boxes, or coolers ahead of time for easy transfer to your lunch space. We strongly recommend requiring students to pack lunches in disposable brown paper lunch bags on the day of the field trip to reduce the amount of space needed to store lunches.

The museum does not have refrigeration or microwave capabilities for lunches onsite. Groups eating lunch in the outdoor pavilion will have their lunches stored outside under the pavilion until their scheduled lunch time. Groups who reserve the indoor lunchroom will have their lunches stored in the indoor lunchroom until their scheduled lunch time. We will not be able to store lunches in closet areas or storages rooms between arrival and your scheduled lunch time.



## CHAPERONE DUTIES

The museum requires a minimum of 1 chaperone for every 6 students visiting the museum on a field trip. Chaperones are required to:

- Keep children together: Children should not be exploring the museum without a chaperone.
- Prevent children from running while inside. Our floors feature railroad tracks throughout indoor and outdoor spaces and so it is important to ensure safe movement of students to prevent injury on these tracks.
- Prevent children from accessing, climbing on, harming, or touching museum artifacts that they have not be explicitly told they can access or touch. This includes climbing on any and all train cars, displays, animal figures or decorative pieces.
- We reserve the right to ask groups to leave who continue to climb on, damage or pose a threat to their own safety or the safety of others.

# ACCESSIBILITY

The B&O Railroad Museum is a recognized ADA accessible facility. All the B&O's exhibition buildings as well as train platforms are equipped with ramps to accommodate those with mobility issues. The train ride is equipped with several positions for guests with wheelchairs, however spots are limited. To reserve tickets for wheelchair accessible cars, please inform us prior to arrival.

For our guests with sensory sensitivities, we have sensory kits stationed throughout the museum as well as mobile sensory backpacks available for rent during your visit. These kits contain noise-canceling headphones or earplugs, timers, feelings chart, and fidgets. For onsite assistance, please reach out to any staff member, all of whom have undergone sensory awareness training.

Visit the resources page on our website for additional accessibility resources like social narratives about visiting the museum and taking a train ride. Those and more can be found here: [www.borail.org/explore-learn/for-teachers-students/resources/](http://www.borail.org/explore-learn/for-teachers-students/resources/)

# SAFETY

Our large campus contains about 40 acres, which includes both indoor and outdoor exhibit space. Please note that a big part of what makes our museum so unique is that it was an actual working railroad yard. There are train tracks and rails embedded into the ground that are still sometimes used by operating trains. We ask that students refrain from running, even when outside, as there may be tripping hazards.

If a member of your group becomes injured or requires medical treatment during your visit, please notify a member of our staff. We are equipped with several first aid devices, automated external defibrillators (AEDs), and can contact emergency medical response as needed.

# PRE- AND POST-VISIT LESSONS

To help prepare your students for their visit and to help deepen their understanding following the visit, we have created a series of pre- and post-visit lesson plans, written for each of the nine curated themes available. These pre- and post-visit lesson plans can be found on our website here: [www.borail.org/explore-learn/for-teachers-students/resources/visit-lessons/](http://www.borail.org/explore-learn/for-teachers-students/resources/visit-lessons/)



# CONTACT US

For more information or any last-minute questions, email [edu@borail.org](mailto:edu@borail.org) or call 443-627-2382