**EMERGENCY PLANS**

Although we do not anticipate any problems while you are on the ground, it is always important to be prepared for anything.

Remember, the Missions Department will purchase travel insurance for each member of the team prior to your departure. This insurance provides coverage for medical, evacuation, property, crisis management, accidental death and dismemberment, disability, liability and more. In the event of an emergency, it is important to follow these steps:

1. The team leader should call the Specialty Assist Group who we purchase our travel insurance through. The following is an example of the document each team member will receive once they are registered for this insurance plan:

|  |
| --- |
| **Medical Assistance & Evacuation International Identification Card** |
| **Specialty Assist Group**  **Enrollment #: See Attached Effective: February 15, 2014 until February 23, 2014 Specialty Assist Group Agreement Number: See attached**  The person named is eligible for certain services and benefits as outlined in the Service Agreement provided to the group. To obtain emergency evacuation approval, medical or non-medical assistance services, call the office below. When overseas, call collect as necessary.  Specialty Assist Group must approve and arrange all eligible evacuation transportation.  Since Specialty Assist Group is an Assistance Service, they cannot reimburse you for incidental expenses you may incur.  **Specialty Assist Group** Call London, England - 24 Hour Service Telephone: +44 (0) 207 902 7149 Facsimile: +44 (0) 207 928 4748  **Your coverage is limited to the term elected by the Organization arranging this coverage. The Insurance coverage or Evacuation process will not commence until eligibility of coverage has been verified for the time period elected by your sponsoring organization.** |

1. Before calling the Specialty Assist Group, have the following information ready:
   * Volunteer Enrollment #
   * Name of Injured Party
   * Contact Phone #
   * Location (City/Town and Country)
   * Contact Phone # of Medical Provider
2. The team leader should contact the Missions Department. The first line of communication is the Missions Minister. If he or she does not answer, then continue down the chain of command as listed.
   * Jodi McCall – Missions Minister – 843.478.3908
   * Gabby Poole – Director of Global Missions Training – 803.422.9702
   * Roz Page – Missions Administrative Assistant – 842.870.1141

These instructions would pertain to a medical emergency where you need to get a team member to either a local hospital or transported back to the United States for care. They would also pertain to any civil emergencies or country evacuations. Always remember to stay calm in the face of an emergency. Your team is looking to you for guidance and should only be informed of information that is necessary for them to remain safe.

**MEDICAL ILLNESS**

Anytime you area travelling outside of the United States and into a new country, there is the potential for a team member to become ill while traveling. As the team leader, you should work with the team member who is sick to determine the best way to address their needs during that time. If a team member is too ill to travel, they may need to stay at your accommodations while the team goes out onto the field. You will need to determine if the individual is able to stay alone or if someone should stay with them. If you feel that the individual needs medical attention, notify your host missionaries so they can help arrange travel to a local clinic. Doctor referrals can also be made by calling the US Embassy.

**VOLUNTARY EVACUATION OF A TEAM MEMBER**

If it becomes necessary for you as the team leader to ask a team member to leave the team because they violated the team covenant or are a threat to the safety and unity of the team, then you should notify the Missions Department immediately. The Missions Department will assist you in any way possible to try and rectify the situation or assist in making travel plans for the person to be transported back to the United States. The departing team member will be responsible for any costs associated with this early evacuation.