



# YEP Emergency Response Guidelines

Although rare, emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. How the student's family and the media perceive the handling of an emergency will have a direct impact on the program. These guidelines outline how to prepare in advance, the individuals to contact, and the steps to follow during an emergency.

Each Rotary club hosting a Youth Exchange student should have a small committee to help share the work in the event of an incident. Suggested committee members are the Host Parents, the Club Protection Officer, the Club Counselor, and the Club President.

### Procedural tips

- The Club Counselor should keep the student's passport and travel documents in a safe place readily available at all times.
- The District Chair should retain copies of these documents in the event of an emergency.
- The Rotarian Counselor and current Host Family shall know at all times details of the student's whereabouts and proposed travel plans, and that such plans have been approved by the natural parents/legal guardians by way of the relevant travel application forms.
- The student's parents should provide written authorisation naming the Host District Chair or other Responsible Officer to act on behalf of the parent/s in the event of serious injury or death, as such a document may be required by relevant authorities.

Any expenses incurred in relation to an incident should form part of an insurance claim. Districts might wish to consider the establishment of a fund under these circumstances to meet these expenses, in addition to the student's emergency fund.

In the event of a serious incident, the following people need to be informed immediately:

- Parents/Legal guardians.
- Rotary International
- Host Family, Club Counselor, Host and Sponsor District Chairs
- Host and Sponsor District Governors
- Insurance company - Incident Report Form

Procedures to follow in the event of a molestation claim or allegation:

- Ensure the safety of the student
- Follow the RI "*Sexual Abuse and Harassment Allegation Reporting Guidelines*"
- Advise District Chair and District Protection Officer
- Notify Insurer
- Complete insurer Incident Report Form
- Notify RI within 72 hours
- Complete RI incident Report Form

Procedures to follow in the event of death of a student:

- Ascertain that the deceased is the exchangee.
- Contact all of the above individuals.
- Check with local police for local regulations and obtain a copy of the police report.
- Reclaim the deceased's possessions, especially the passport.
- Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy. Obtain the death certificate.
- Contact an internationally licensed funeral home for arrangements in accordance with the parents' wishes.
- Contact the relevant Embassy and insurer in respect of the repatriation of the student's remains.