

# Earth Education International

## Emergency Management Plan

### I. Purpose

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#### A. Description

Emergency management is the process of preparing for, mitigating, responding to, and recovering from a crisis situation. Preparation, communication, and certain administrative procedures are essential in managing such an emergency. This document provides procedures associated with Earth Education International (EEI) offerings. Possible instances in which this plan might be needed include: Natural disasters; civil disorder; terrorist activities; or student, faculty, or staff injury.

#### B. Types of Emergencies

Emergencies may affect both groups and individuals. Individual crises may stem from a situation that threatens a student's well-being. How one student is affected and treated, however, can significantly affect others in the group. Such situations may include: Illness, injury, assault, rape, missing participant(s), arrest, incapacitated Program Director or staff, emotional health problems, death of a student, alcohol or drug abuse, or serious student misbehavior.

#### C. Commonalities

Crises have common aspects. They: 1. May result in disruption or early termination of the program; 2. Cause significant emotional stress and result in predictable cognitive, physical, and behavioral reactions; and 3. Can be managed

### II. Preparation & Mitigation

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#### A. Advanced Preparation

1. Pre-departure orientation. A pre-departure orientation (either in-person, or remotely) precedes all EEI offerings, and includes both logistical and safety issues. Online preparation information is also provided, and participants are asked to familiarize themselves with it, as well as abide by associated safety guidelines (see: <http://www.earthedintl.org/Preparation.htm>).
2. Required health/travel insurance. All participants are required to obtain and show proof of having obtained a minimum health/travel insurance policy prior to participation. Procedures for what to do in case of an emergency, and how to use the insurance should the need arise, are reviewed during the in-country orientation. Additionally, the Director maintains participant insurance and emergency contact information readily available at all times.
3. Additional recommendations. Other recommended preparations include checking for travel advisories issued by the State Department, and reviewing the Center for Disease control web site for preparatory health advice.

#### B. In-Country

1. In-country orientation. An in-country orientation is provided upon arrival, during which all program policies and associated safety protocols are reviewed, along with general health, political, and cultural considerations and appropriate emergency response measures. Participants are provided with an in-country contact information sheet for other students, the program Director, faculty, U.S. Embassy, and local emergency and hospital information, and asked to carry it with them at all times. Copies of each participant's passport are obtained and maintained on-file by the Director. In-country guidelines are available at: [http://www.earthedintl.org/In\\_Country.htm](http://www.earthedintl.org/In_Country.htm).
2. EEI policies. Earth Education International policies include extensive safety guidelines. All participants must agree to familiarize themselves, and comply, with all EEI policies during the duration of the course or program, and sign a participation agreement to that effect (see: <http://www.earthedintl.org/Policies.htm>).
3. Other policies. In addition to EEI policies, participants enrolled in EEI programs through their home schools are also held accountable to their primary school's Code of Student Conduct.
4. Items to have on-hand at all times: EEI director, faculty, staff & other participant phone number list, health insurance card, student I.D., credit card (for emergency payment), copy of picture and entry stamp pages of passport (keep original in safe place).

### III. Response & Recovery

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#### A. Emergency Response Procedure

1. Remain calm. Immediately attend to any serious or life-threatening condition.
2. Seek advice/assistance from the Program Director, faculty/staff, your homestay mother (if applicable), and/or other appropriate individuals. Under all circumstances, also advise the Program Director as soon as possible.
3. Communicate/follow up with medical payments, insurance company, advising appropriate individuals (parents, home university), etc. Assistance will be provided by the Program Director or other faculty/staff member.

#### B. Event Documentation

1. Gather information on what happened, where the event took place, who was involved, and how they might be contacted.
2. Document Events: Communicate details of the event to the Program Director for follow-up and/or completion of an incident report.

### IV. Emergency Contacts

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- EEI Director (cell): 8812-7766 (see phone number list for other faculty contact)
- San Ramón: Red Cross-2445-5484, 2445-7600, Hospital (Northeast end of town), Taxi services-2445-5110, 2445-5212
- Emergency assistance (Costa Rica nationwide): Call 911
- U.S. Embassy (Pavas, San José): 2220-3939