

**Contingency Plan
(Mission Team)**

(Date Submitted)

Completed by: (Team Leader)

Dates of Trip:

General Rules for Traveling

1. Manners, manners, manners.
2. Be prepared for delays and situations that we have no control over.
3. Stay with the group. Use the buddy system. Don't walk off by yourself! Make sure your team leader knows where you are at all times.
4. Do not display large sums of money in public.
5. Keep the noise level down. Americans are known worldwide for being loud.
6. Don't wear patriotic clothing.
7. Don't wear Christian slogan t-shirts. We are not asking you to hide your faith, but we don't want any airport martyrs either.
8. Know where your important items (passport, money, ticket, carryon, etc) are at all times. Don't keep your passport in plain sight, but do be able to put your hands on it quickly.
9. Follow the leader. Under no circumstance should the authority of the team leader be compromised.
10. Do not stay up late! You need to get as much rest as possible.
12. Don't drink the water. Use bottle water at all times, even brushing your teeth.
13. Don't drink anything with ice. When at a restaurant ask for a drink with no ice.
14. Use hand sanitizer regularly and specifically before eating.

Section 1 – Understanding the Risk

1.1 A risk assessment has been conducted. Information on dangers and hazards at the team's site or sites has been collected and assessed. Team leaders have confidence in their understanding of the associated risks:

Accident (*list possible reasons accidents could occur*)

1. _____
2. _____
3. _____

Disease: In traveling to (*name of country*), the team will be at risk for contracting any of the following diseases (information obtained from CDC website or personnel on the field). Be specific to your destination:

1. _____
2. _____
3. _____
4. _____
5. _____

Detention

Risk of detention is **low medium high** (*circle one and note reasons if any*)

Loss or theft of personal property

American passports can be sold on the black market for several thousand dollars. Several team members in the past have had belongings stolen. Therefore, there is a risk of theft of personal property for this any mission team.

1.2 Team leaders have considered what actions can be taken to reduce the known risks associated with this site, and have taken those actions that are reasonable: (*Please note below any specific plans or precautions*)

1.3 VSM team leaders have evaluated logistical and operational details. (*Please list specific travel plans and schedules*)

Section 2 – Legal

2.1 The BMAA has predetermined policy guidelines for critical security contingencies.

2.2 Based on the results of risk assessment, a training plan is in place to equip the participants with knowledge and skills to mitigate the risks associated with the VSM site.

- A U.S. Government level “A” training session will be provided.

2.3 Each participant in the team has received, considered and signed the following:

- An acknowledgement of risk related to the destination.
- A Liability Wavier.

Section 3 – Action Plans

3.1 A communications plan has been developed. This plan includes lists of contacts and means for communications for “normal” conditions. It also includes a system for families and others at home to obtain information from the sending entity in both routine and emergency situations.

3.2 A medical plan has been developed. This plan includes information and a plan for onsite care and treatment.

- The CDC recommends that US citizens traveling to (destination) have the following shots/vaccinations. *(Please check if needed)*
 - _____ **Routine:** CDC recommends that you be up-to-date with routine shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, and poliovirus vaccine before traveling to Costa Rica.
 - _____ **Hepatitis A:** The CDC rates the exposure to contracting Hepatitis A while traveling to Costa Rica as “intermediate” and recommends that all travelers to Costa Rica be vaccinated. Exposure to Hepatitis A might occur through food or water.
 - _____ **Hepatitis B:** The CDC rates the exposure to contracting Hepatitis B while traveling to Costa Rica as “intermediate” and recommends that all travelers to Costa Rica be vaccinated. Exposure to Hepatitis B might occur through blood or bodily fluids.
 - _____ **Typhoid:** The CDC recommends for all unvaccinated people traveling to or working in Mexico and Central America, especially if visiting smaller cities, villages, or rural areas and staying with friends or relatives where exposure might occur through food or water.

- Medicines and other health precaution items to take with you:

Prescriptions: Prescription medicines you take every day. Make sure you have enough to last during the trip. Keep them in their original prescription bottles and always in your carry-on luggage. Be sure to follow airport security guidelines if the medicines are liquids.

- Diarrhea Medicine: Over the counter medicines are fine. Traveler’s diarrhea is common. Make sure you have enough to last during the trip.
 - Hand Sanitizer: Hand sanitizer wipes and gel that contains at least 60% alcohol. Make sure you have enough to last during the trip.
 - Pain/headache medicine: Over the counter medicines are fine.
 - Ointments: Antifungal/antibacterial ointments, and 1% hydrocortisone cream
 - Antimalarial drugs: This medicine will be prescribed by your doctor.
- Preventions and precautions to be followed:
 - Hand sanitizers will be used regularly to prevent the spread of diseases. It will be specifically used before each meal.
 - Any scratches or bites should be reported to team leader immediately. The wound will be cleaned out, sanitized, ointment applied and covered with a band aide.
 - Hepatitis A Symptoms:
 - Hepatitis A is a viral infection of the liver caused by hepatitis A virus (HAV). HAV infection may be asymptomatic or its clinical manifestations may range in severity from a mild illness lasting 1-2 weeks to a severely disabling disease lasting several months. Clinical manifestations of hepatitis A often include fever, malaise, anorexia, nausea, and abdominal discomfort, followed within a few days by jaundice.

- Hepatitis B Symptoms:
 - Hepatitis B is caused by the hepatitis B virus (HBV). The clinical manifestations of HBV infection range in severity from no symptoms to fulminant hepatitis. Signs and symptoms of hepatitis B may include fever, malaise, anorexia, nausea, and abdominal discomfort, followed within a few days by jaundice.
- Malaria Symptoms:
 - Malaria Symptoms include fever, chills, sweats, headache, body aches, fatigue, nausea and vomiting. Malaria symptoms will occur at least 7 to 9 days after being bitten by an infected mosquito. Fever in the first week of travel in a malaria-risk area is unlikely to be malaria; however, you should see a doctor right away if you develop a fever during your trip.

Malaria may cause anemia and jaundice. Malaria infections with *Plasmodium falciparum*, if not promptly treated, may cause kidney failure, coma, and death. Despite using the protective measures outlined above, travelers may still develop malaria up to a year after returning from a malarial area. You should see a doctor immediately if you develop a fever anytime during the year following your return and tell the physician of your travel.

- Dealing with illness on the trip:
 - All illnesses (including minor stomach aches, diarrhea, fever, etc) must be reported to the team leader so that conditions can be monitored.
 - If medical attention is needed, get the team member to a doctor. The parents of the team member will be contacted if the situation warrants it, as determined by the team leader.
 - Follow doctor's instructions. As soon as the doctor feels the patient is able to travel, they will be transported back to the States if they are not able to return safely to the team.
 - All of the cost of the medical attention will be assumed by the patient.
- Dealing with illness once you have returned home:
 - All team members should seek medical attention if they get sick after returning home. Be sure to make the doctor aware that you have traveled abroad to.

3.3 An evacuation plan should be developed. This plan identifies conditions or "trigger points" under which both precautionary and emergency evacuations will occur.

Conditions in which evacuation would be considered:

- The country breaks out in war
- If there is a coup that puts foreigners at risk
- In case of the death of a team member
- If there is any terrorist activity in the region
- When advised by the BMAA Missions Department or the US consulate

3.4 A crisis management plan has been developed by the BMAA Missions Office. This plan identifies areas of responsibility and authority in an emergency and assigns primary individuals to these areas of responsibility and authority. Roles and relationships between the sending

