



EMERGENCY PROCEDURES FOR INBOUND YOUTH EXCHANGE STUDENTS DISTRICT 5040

In the event of an emergency involving one of our Youth Exchange students the following procedures are a guideline to Rotarians to follow so that all interested parties are notified.

Upon the arrival of the student discuss the importance of knowing where the student is at all times. The following information should be obtained from the student on their arrival in D5040.

1. Name and Address of Parents (natural)
2. Telephone number
3. E-mail address if available
4. Name of Sponsoring Rotary Club
5. Name of Club contact at Sponsoring Rotary Club
6. Name and Address of any relatives in North America
7. Name and Address of Host Parents (D5040)
8. Telephone number of Host Parents
9. E-mail address of Host Parents
10. Location of Passport, Visa and Insurance documents

Each student will be supplied with a copy of the D5040 Directory and D5040 YE Directory.

In the event where the whereabouts of a student is not known or there is an emergency involving the student the following guideline will assist district officials to deal with the emergency.

1. If the home host raises the alarm they should contact the Rotary Counselor who will in turn contact the Club YEO.
2. The Club YEO in consultation with the Area Coordinator and Rotary Counselor will try and resolve the emergency. However if they cannot and there is a concern for the safety of the student then the local police authorities shall be contacted. In appropriate circumstances the student should be removed from any unsafe environment.
3. The Area Coordinator will contact the Youth Exchange District Chair. The District Chair will then notify the District Governor

4. If the life of the student was or is at risk, or the student's whereabouts are not known, the District Chair will report the incident to Rotary International within 72 hours from the initial report to the Youth Exchange Officer.
5. The District Chair will then notify the District Chair for the Sponsoring District of the student. The D5040 YE Chair will ask the sponsoring district chair to notify the parents and the sponsoring club. The D5040 YE Chair can also offer to speak with the parents of the student if required.
6. The D5040 YE Chair will also contact the embassy or consulate of the missing student's country to notify them of the emergency.
7. The D5040 YE Chair will also contact the External Affairs Department of the Canadian Government.

If the emergency is of such a serious nature (e.g. Sudden death or serious accident) the District YE Chair will liaise with the District Governor to initiate the district guidelines for setting up a media communications team. This team will have a spokesperson that will be the only contact for D5040 in relation to releasing any information to the media.