**Crisis action plan**

**1. Drawing up and distribution**

Plan drafted by:

Distributed to:

**2. Contact details:**

Fill in the contact details of each of the persons below. Also indicate the times of day when the person in the host country is available and make sure that there is a person to contact at any time of day or night in case of emergency.

**Mentor at receiving school:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |
| When available |  |

**Person to be contacted if the mentor is not available:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |
| When available |  |

**Contact teacher at sending school:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |
| When available |  |

**Person to be contacted if contact teacher is not available:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |
| When available |  |

**Participating pupil:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |
| When available |  |

**Pupil’s parent(s)/guardian(s):**

**Mother/Contact 1:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |
| When available |  |

**Father/Contact 2:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |
| When available |  |

**Host family:**

**Host Mother/Contact 1:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |
| When available |  |

**Host Father/Contact 2:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |
| When available |  |

**3. Emergency procedures**

Basic procedures are described in Section 4 (Crisis management). If you want to adapt or modify any of these procedures or develop additional emergency procedures, these procedures can be inserted here. Indicate who is in charge of overall coordination, the division of responsibilities, and the information chain (who is to be informed and when).

|  |
| --- |
|  |

**4. Emergency numbers in host country**

* Police:
* Medical assistance (emergency):
* Helpline:
* Other numbers:

**5. Details of the pupil´s insurance plan**

* Contact details of the insurance company (Health Costs, Permanent Disability and Death, Third-party liability in Private Life):
* Contact details of the assistance company (Assistance and Repatriation):
* Pupil's insurance number:

**6. Document checklist**

*The following documents should be drawn up and signed by the relevant parties before the stay begins, and the originals and copies should be distributed to the relevant parties as described in the Crisis management section.*

Pupil application form (including the placement annex)

Parental/Guardian consent form

Rules of conduct

Host family charter

Health form (Part 2 is put in a sealed envelope and always stays with the pupil)

*The following documents should be compiled prior to the pupil’s departure, and kept together in order to be available for medical emergencies during the mobility period:*

the Health form (Part 2) in a sealed envelope which stays with the pupil

the Parental/Guardian consent form

the copy of the pupil’s European Health Insurance Card (the original stays with the pupil)

the copy of the pupil´s insurance plan with contact details to the insurance and assistance companies (the original stays with the pupil)

the translations of the Health form and the Parental/Guardian consent form