



FCA RISK MANAGEMENT FORM

- I. Trip Leaders are responsible for their participants 24 hours a day, 7 days a week -- from the day the program begins until the day it ends.
- II. Any project going into a country that has a travel warning issued by the U.S. State Department should be aware of these guidelines.
 - A. We will not send teams into a country where there is a war, wide-spread civil unrest or the government is evacuating US citizens.
 - B. If there is a travel warning against a country because of unrest in the area, with the unlikely event of spreading to other areas, then we will pursue the following procedure before making a decision to continue with the project:
 1. The Team Director is responsible for obtaining a written evaluation of safety from the national host and/or contact person(s).
 2. The Team Director is also responsible for contacting two to three other U.S. based ministries that send personnel to that country in order to determine what they are doing in light of the travel advisory.
 3. We take all this information to the Lord in prayer and ask for His direction.
 4. A decision will then be made to either modify the itinerary, change locations or to cancel.
 - C. Team Leaders going into a questionable country should be well versed with their airline ticket policies for refunds and changes.
 - D. Participants should be informed about possible changes.
- III. In the event of an accident, Team Directors should proceed with what is outlined in Risk Management paper. Contact the FCA International Director or FCA Executive Vice President (EVP) immediately and inform them of the problem and the action steps being taken.
- IV. In the event of a missing participant, the Team Director should immediately contact the host, the U.S. embassy, local police and the International Director or EVP, who will contact the necessary people in the States.
- V. In the event of someone being detained or arrested by the national or civil authorities, that person should not admit to any guilt and demand to speak with the U.S. embassy.

- VI. In the event of a war or major civil unrest where your team is in danger, you must proceed immediately to the U.S. embassy and seek their help and direction. Once there contact the International Director or EVP using the emergency contact number on this form.
- VII. In order to follow through with the above procedures, the Team Director should do the following prior to departure and shortly after arrival:
- A. Obtain an updated travel advisory from the U.S. State Department (available from <http://www.cdc.gov/travel>).
 - B. Put the office and home phone numbers of people to contact in the National Support Center in a readily accessible place.
 - C. Locate the U.S. embassy and let them know you have a FCA Team with you, giving it the dates of your stay and how you can be reached.
 - D. Orient team members to specific risk management rules and guidelines.
 - E. Orient team members to your own rules for safety while going out at night (modes of travel, the "buddy system", etc.). No student or staff is allowed to travel alone after dark.
 - F. Make photo-copies of each passport (pages with identification and visas only) and provide one copy to the International Office and keep one copy as the Team Director with you at all times during the trip.
 - G. Make a list of all persons on the trip with phone numbers detailing their emergency contacts and leave them with a person who will be available to contact during the duration of the trip. Give this contact persons phone number to the International Director and EVP.

Executive Vice President: Ken Williams: email: kwilliams@fca.org (Mobile) 816-674-8785
International Director: Dan Britton: email: dbritton@fca.org (Mobile) 816-365-3963

Acknowledged: _____ Date: _____

Team Director Destination: _____

Review the FCA Risk Management Form, sign it and adhere to all Risk Management Procedures as outlined in the Staff Manual International Travel (US led trips) and retain form in your records). Ninety days prior to leaving email: internationalfca@fca.org and state that you will adhere to all Risk Management Guidelines during your trip to (country) on dates (start) to (finish).