

Annex 9: Crisis contact list

1. Drawing up and distribution

List 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 host school:

Mentor at host school:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

Person to be contacted if the mentor is not available:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

Contact teacher at sending school:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

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Person to be contacted if contact teacher is not available:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

Participating pupil:

Name	
Address	
Phone	
Mobile	
E-mail	

Pupil's parent(s)/guardian(s):

Mother/Contact 1:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

Father/Contact 2:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

Host family:

Host Mother/Contact 1:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

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Host Father/Contact 2:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

3. Emergency procedures

As a basic rule, the procedures described in the Crisis management document apply. If you want to adapt or modify any of these procedures or develop additional emergency procedures, please insert the procedures 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):
- ▶ Child's helpline:
- ▶ Helpline:
- ▶ Other numbers:

5. Details of the Assistance Insurance for visiting Pupils

Please note that the following details can also be found on the Insurance Plan ID card and in the pupil's insurance certificate.

- ▶ 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):

6. Documents 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 document:

STUDENTS MOBILITY FROM AND TO THE EUROPEAN SCHOOLS

- ☐ *Pupil application form*
- ☐ *Parental/Guardian consent form*
- ☐ *Host family charter*
- ☐ *Health form* (Part 2 is put as 2 copies in separate sealed envelopes, one is given to the medical service of the hosting school on arrival, the other one stays with the host family)

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 will be given to the medical service of the hosting school on arrival
- ☐ 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 Insurance Plan certificate and ID card with contact details to the insurance and assistance companies (the original stays with the pupil)
- ☐ the Insurance guide for the specific coverage Plan
- ☐ the translations of the *Health form* and the *Parental/Guardian consent form*