

Chain of Command:

Prior to any service or travel, Rio Missions will appoint 1 main leader, 1 sub leader, and 1 assistant for each group. In addition to trip leaders, emergency contacts (board members) will be provided in case of leadership void. In the event that the leader, sub leader, and assistant are unable to make decisions, emergency contacts should be informed of the situation and their instructions are to be followed. In the event that emergency contacts are not able to be reached, the group will then appoint a leader and follow his/her instruction in accordance with the RMP protocol listed below.

The RMP trip leader will inform the group of the location of the first aid kit, emergency manual, and other safety equipment before any service or travel.

Group Name:

Leader - Sub Leader - Assistant-

In Case of Minor Medical Emergency/Illness:

* Notify trip leader and/or sub leader immediately
* Leader will analyze, evaluate, and treat according to American Red Cross normal first aid protocol (See leader’s printed manual)
* If patient prefers to self-treat, approval should be given by leader
* Leader will follow up with patient and recommend course of action
* Leader will document incident on report form

In Case of Major Medical Emergency/Illness:

* Notify trip leader and/or sub leader immediately
* Leader will analyze, evaluate, and provide or delegate triage of injury or illness in compliance with American Red Cross procedure (See leader’s printed manual)
* See page \_\_\_ of RMP emergency manual for nearest clinic / hospital
* Patient will be taken by leader to clinic/hospital for evaluation
* Leader will follow up with treatment and help obtain necessary medicine and or medical equipment
* Leader will document incident on report form

In Case of Missing Person:

* Notify trip leader and /or sub leader immediately upon suspicion of missing person
* \*The guideline will be 30 min after expected time of return (unless water activity in which case the guideline will be 15 min after expected time of return)
* Leader will question all other team members in order to determine the location of the missing individual
* If no information regarding the missing team member is gained, leader will send groups of no less than two people to begin search
* Search groups will have a return time and return to a home base to be determined by the leader
* If the individual is not found by the group search teams, local authorities will be notified and group members may or may not help authorities search
* Once local/regional authorities begin search, trip leader will contact sending agency or missing person’s family
* Search will continue indefinitely and trip leader will communicate frequent updates with team and sending agency/family
* Leader will fill out incident report

In Case of Political/Legal Emergency:

* Notify trip leader/or sub leader immediately
* Leader will speak with local authorities to obtain information about the action in question and location of detention of individual
* Leader will contact US Embassy (or embassy of detainee) and/or local legal counsel and provide information and await instruction
* Leader will follow Embassy/local counsel instruction
* Leader will inform sending agency/family of the situation and update as needed
* Leader will fill out incident report

In Case of Conduct Unbecoming of a Christian Missions Team Member:

* Notify trip leader/ sub leader immediately
* Trip leader will assess the behavior and if not observed directly will question the member and recommend an action plan based on RMP code of conduct and disciplinary protocol
* If the member in question complies with action plan the trip member may continue with the trip activities
* If the member does not comply with action plan, leader will notify board and may elect to remove the individual from the trip and may send the member home (to home country) at the cost of the individual.
* Leader will fill out incident report