

Emergency Protocol

Chain of Command:

Prior to any service or travel, Rio Missions will appoint 1 main leader, 1 co-leader, and 1-2 Rio Rep(s) 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: _____	Trip Dates: _____ To _____
Leader: _____	Co-Leader: _____
Rio Rep: _____	Rio Rep: _____

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 in first aid kit)
- 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 [Hospitals & Emergency Situations](#) (pg. 18) of this 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

Hospitals & Emergency Situations

Hospitals in Panama City

The two BEST hospitals closest to us are:

HOSPITAL PUNTA PACIFICA

www.hospitalpuntapacifica.com

info@hpp.com.pa

Boulevard Pacifica and Via Punta Darien

Panama City, Panama

204-8000

Fax: 204-8010

Emergency: 204-8185/204-8184 204-8000 Fax: 204-8010 Emergency: 204-8185/204-8184

CENTRO MEDICO PAITILLA

clininfo@psi.net.pa

Avenida Balboa and 53rd Street, Marbella

Panama City, Panama

265-8800

Fax: 265-8861

Emergency: 265-8888

Doctors' Offices: 269-5222

Arrested or Detained:

Please notify the American Citizen Services Unit at 011-507-317-5000 or in Panama 317-5000 when you or a friend or family member is arrested or detained. Detained Americans will generally be visited by a U.S. Consul within 48 hours.

The Office of Overseas Citizens Services (OCS) at the Department of State in Washington, D.C., is the point of contact for family members in the United States who are concerned about an American citizen family member who has been arrested abroad. You can reach OCS by calling 1-888-407-4747. Family members in Panama may call the ACS Unit at 317-5030 or e-mail Panama-ACS@state.gov.

Abduction:

From the United States to Panama: If your child has been abducted from the United States to Panama, you should file an application with the U.S. Central Authority at:

Department of State, Office of Children's Issues

SA-29, 2201 C Street, NW

U.S. Department of State

Washington, DC 20520

Telephone number: 1-888-407-4747

Fax number: (202) 736-9132

From Panama to the United States: If your child has been abducted from Panama to the United States, you should file an application with the Panama Central Authority at:

Ministerio de Relaciones Exteriores

(Dirección de Asuntos Jurídicos y Tratados)

San Felipe. Calle 3. Palacio Bolívar. Ciudad de Panamá.

Zona Postal San Felipe, Calle 3. Palacio Bolívar. Edificio 26, Panamá 4, Panamá.

Tel. (507) 511-4228

Fax (507) 511-4008

Guidance and instructions on completing the application form:

http://travel.state.gov/abduction/resources/hagueinstruct/hagueinstruct_3857.html.

Natural Disasters or Civil Unrest:

We are following US Embassy alerts and protocols for any of these issues. From the US your family can obtain information about any of these issues, should they ever arise from the US Embassy in Panama. They can also contact the US State Department.

U.S. Embassy Panama

Avenida Demetrio Basilio Lakas,

Building No.783

Clayton, Panama

Telephone+(507)-317-5000

Emergency After-Hours Telephone+(507)317-5000

Fax+(507)317-5568

Email Panama-ACS@state.gov

Alerts and Warnings - Bureau of Consular Affairs - US Department of State

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Travel Warnings are updated on this site.