

Crisis Management Action Plan

**Disease Outbreak
Natural Disaster
Civil Unrest**

YEP Crisis Action Plan for Pandemic Disease Outbreak

1. **Return of Students:** District 7255 will request the return of students on exchange in countries both inbound & outbound that are or may become impacted by a pandemic disease outbreak by District and/or requested by Rotary International. Student will return as it is determined to be possible and safe to do so after consulting travel advisories and guidelines issued by their embassies and consular offices, international public health agencies and local health authorities for the latest and most relevant information. Students & natural parents are responsible for all travel arrangements & rebooking fees.
2. **Suspension of Program:** District 7255 and/or Rotary International and/or ESSEX will suspend long-term and short-term Rotary Youth Exchange Programs, especially where the district cannot reasonably assess the risks related to a pandemic disease outbreak and/or if the hosting district does not already have an emergency risk management plan in place.
3. **Certification Requirements:** District 7255 will administer Rotary's Youth Exchange Program in accordance with 2021-22 Youth Exchange Certification requirements.
4. **Termination of Exchange:** District 7255 will terminate an exchange and repatriation of student will be carried out in the event a pandemic disease outbreak occurs and poses risk to student safety or volunteers at any point during the exchange.
5. **Financial Responsibility:** District 7255 Outbound parents/legal guardians will receive in writing a plan outlining who shall assume financial responsibility during occurrence of early program termination for covering costs or reimbursements associated with terminating an exchange early, including but not limited to flight/travel rebooking fees, emergency repatriation, tour cancellations, program fees, etc.
6. **Disease Outbreak Action Plan:** District 7255 YEP chairs will monitor health and safety developments related to disease outbreaks, such as travel restrictions and quarantine measures impacting both inbound and outbound students.
7. **Communication:** District 7255 YEP Chairs will communicate with ESSEX country contacts, both Inbound/ Outbound volunteers, students, host families and District leadership about important developments related to disease outbreaks.
8. **Outbound & Inbound Visas:** District 7255 YEP Chairs will monitor the visa expiration dates in the event of student travel disruption due to disease outbreak.

YEP Crisis Action Plan for Natural Disasters

- 1. Return of Students:** District 7255 will request the return of students on exchange in countries both inbound and outbound that are or may become impacted by a Natural Disaster by District and/or requested by Rotary International. Student will return as it is determined to be possible and safe to do so after consulting travel advisories and guidelines issued by their embassies and consular offices. Students and natural parents will be responsible for all travel arrangements and rebooking fees.
- 2. Suspension of Program:** District 7255 and/or Rotary International and/or ESSEX will suspend long-term and short-term Rotary Youth Exchange Programs, especially where the district cannot reasonably assess the risks related to a Natural Disaster and/or if the hosting district does not already have an emergency risk management plan in place.
- 3. Certification Requirements:** District 7255 will administer Rotary's Youth Exchange Program in accordance with 2021-22 Youth Exchange Certification requirements.
- 4. Termination of Exchange:** District 7255 will terminate an exchange and repatriating of student will be carried out in the event a Natural Disaster occurs and poses risk to student safety or volunteers at any point during the exchange.
- 5. Financial Responsibility:** District 7255 Outbound Parents/legal guardians will receive in writing to a plan outlining who shall assume financial responsibility during occurrence of early termination for covering costs or reimbursements associated with cancelling an exchange early, including but not limited to flight/travel rebooking fees, emergency repatriation, tour cancellations, program fees, etc.
- 6. Natural Disaster Action Plan:** District 7255 YEP chairs will monitor safety developments related to a Natural Disaster, such as travel restrictions and hosting measures impacting both inbound and outbound students.
- 7. Communication:** District 7255 YEP Chairs will communicate with ESSEX country contacts, both Inbound/ Outbound volunteers, students, host families and District leadership about important developments related to the Natural Disaster.
- 8. Outbound & Inbound Visas:** District 7255 YEP Chairs will monitor the visa expiration dates in the event of student travel disruption due to the Natural Disaster.

YEP Action Plan for Civil Unrest

- 1. Return of Students:** District 7255 will request return of students on exchange in countries both inbound and outbound that are or may become impacted by Civil Unrest by district and/or requested by Rotary International. Student will return as it is determined to be possible and safe to do so after consulting travel advisories and guidelines issued by their embassies and consular offices. Students and natural parents will be responsible for all travel arrangements & rebooking fees.
- 2. Suspension of Program:** District 7255 will suspend long-term and short-term Rotary Youth Exchange Programs, especially where the district cannot reasonably assess the risks related to Civil Unrest and does not already have an emergency risk management plan in place.
- 3. Certification Requirements:** District 7255 will administer Rotary's Youth Exchange Program in accordance with Rotary International's 2021-22 Youth Exchange Certification requirements.
- 4. Termination of Exchange:** District 7255 will terminate an exchange and repatriating of student will be carried out in the event of Civil Unrest and poses risk to student safety or volunteers at any point during the exchange.
- 5. Financial Responsibility:** District 7255 Outbound parents/legal guardians will receive in writing to a plan outlining who shall assume financial responsibility during occurrence of early termination for covering costs or reimbursements associated with cancelling an exchange early, including but not limited to flight/travel rebooking fees, emergency repatriation, tour cancellations, program fees, etc.
- 6. Natural Disaster Action Plan:** District 7255 YEP chairs will monitor safety developments related to Civil Unrest, such as travel restrictions and hosting measures impacting both inbound and outbound students.
- 7. Communication:** District 7255 YEP Chairs will communicate with ESSEX country contacts, both Inbound/ Outbound volunteers, students, host families and District leadership about important developments related to the Civil Unrest.
- 8. Outbound & Inbound Visas:** District 7255 YEP Chairs will monitor the visa expiration dates in the event of student travel disruption due to Civil Unrest.

Financial Responsibility - YEP Early Program Termination Due to Crisis

Financial Responsibility: District 7255 Outbound parents/legal guardians must sign reimbursement plan outlining who shall assume financial responsibility during occurrence of early program termination for covering costs or reimbursements associated with cancelling an exchange early, including but not limited to flight/travel rebooking fees, emergency repatriation, tour cancellations, program fees, etc.

Non-Reimbursements

Deposit Fee – Sending Rotary District 7255 **will not** reimburse student’s paid deposit fee if ESSEX and/or District and/or R.I. suspends or terminates the program early after the outbound student has already departed USA and started their exchange.

Program Fee – Sending Rotary District 7255 **will not** reimburse the outbound student’s paid program fee if ESSEX and/or District and/or R.I. suspends or terminates the program early after the outbound student has already departed USA and started their exchange.

Insurance Fee – Sending Rotary District 7255 is **not responsible** for refunding paid insurance fees if early termination of program by ESSEX and/or District and/or R. I. takes place before or after the student departs USA. Students and families should contact CISI Bolduc Insurance.

Flight/Travel/Tour Fee – Sending Rotary District 7255 is **not responsible** for flight and travel rebooking fees, emergency repatriation fees and tour cancellation fees.

Reimbursements

Deposit Fee – Sending Rotary District 7255 **will** reimburse student’s paid deposit fee if ESSEX and/or District and/or R.I. suspends the program before the outbound student departs USA.

Program Fee – Sending Rotary District 7255 **will** reimburse student’s program fee in the amount paid if ESSEX and/or District and/or R.I. suspends the program before the outbound student departs USA.

I understand the Financial Responsibility as described above in the event of early program termination due to crisis.

Exchange Student Name _____

Parent/Legal Guardian _____ **Date** _____