

**EMERGENCY PROCEDURES
KAKEHASHI PROJECT: Bridge For Tomorrow**

1. EMERGENCY CONTACTS:

In case of an emergency while in Japan, please follow the procedures outlined in this document.

TOKYO:

Guide -> The Laurasian Institution Tokyo(TLI Tokyo) -> Japan Foundation(JF) and US-Japan Council (USJC) -> Ministry of Foreign Affairs of Japan(MOFA) and Japan-U.S. Educational Commission(JUSEC)

Local Cities:

Guide -> Japan International Cooperation Center (JICE) Regional Branch ->JICE HQ -> TLI Tokyo -> JF and USJC -> MOFA and JUSEC

*The Laurasian Institution in Tokyo Headquarters will manage the communications between parents and participating schools.

2. Illness/Injuries

(1) In the event of illness or injury, JICE staff (TLI staff in Tokyo) will discuss with assisting members to determine what kind of medical care is needed and will then accompany the participant to the nearest hospital based on the care required.

(2) During transportation to the hospital, JICE staff (TLI staff in Tokyo) is in charge of notifying and giving updates on the situation to The Laurasian Institution, USJC or Japan Foundation.

(3) Group chaperones will also accompany students to the hospital if necessary.

*Guides or JICE staff (TLI staff in Tokyo) are responsible for filling out and attaching the information on medical bill payment, physician's diagnosis, and receipts for insurance claims.

3. Contagious Viral Disease

If necessary, the following protocols will be followed.

(1) The guide will distribute masks/clinical thermometers, if necessary. Masks will be provided and worn among visiting members based on the level of necessity.

(2) The temperature of the ill participant will be checked and monitored.

(3) Ill participants will be taken to the hospital if their temperature exceeds 38°C (100.4°F).

(4) After discussing the situation with chaperones and associated staff please follow the appropriate medical care needed to make the sick person feel better if their temperature is between 37.5°C (99.5°F) and 38 °C (100.4°F). This includes doctor's visits and purchasing

the appropriate medicine from a pharmacy. In case of a sore throat, stomachache or headache please evaluate and get a medical check up if needed.

*In case of a viral infection please follow the appropriate medical care necessary to remedy the situation.

4. Earthquake

In the event of an earthquake with a magnitude above 5.0, check the safety of everyone and contact JICE immediately. JICE is responsible for the safety of the participants and then contacting the appropriate person at JF. JF will take the necessary action with MOFA and JUSEC when it is necessary.

5. Evacuation Route/Site Verification

- (1) Routes, sites, and procedures used for evacuation during the stay will be reviewed thoroughly and shared among all JICE staff (JF or TLI staff in Tokyo) and guides.

**If you are staying at a hotel, please listen to the broadcast evacuation announcement and follow the directions given to evacuate. The guides and the JICE staff will provide a guideline to you on the evacuation process necessary in this case.

JICE staff and guide are responsible for guiding everyone towards the emergency stairs entrance and hotel staff will be in charge of double checking every room at the hotel to make sure no one is left behind**

- (2) Guides are responsible for obtaining and researching, and relaying information on routes, sites, and procedures that are used for the emergency during the visit and tell the information to chaperones.
- (3) Identify the hospitals and health centers nearest to the hotel.

6. Typhoon

- (1) JICE is responsible for contacting the Japan Foundation if there is any danger due to the weather.
- (2) Japan Foundation will cancel the program if necessary.
- (3) JICE members are responsible for finding alternate routes or ways of transportation by exchanging information with The Japan Foundation and consulting with the travel agency if schedules for Japan Railroad (JR) or airlines are canceled.

7. Overseas Traveler's Accident Insurance

The Japan Foundation will provide and enroll all the participants involved in the KAKEHASHI project in Overseas Travelers Accident Insurance, which will be active from the time of departure in the U.S until participants return to their city of departure.