

Haiti ARISE Mission Trip Risk Management Plan

2019

Identified Risk	Probability after mitigation strategy	Impact after mitigation strategy	Mitigation Strategies	Response Strategies/Comments
Team Member sick while in Haiti	Low	Low	Team members are instructed to seek advice from a travel clinic. Medical Clinic onsite at Haiti ARISE. Safe drinking water available from a well located on Haiti ARISE property. Team members advised to use mosquito spray faithfully.	In the history of Haiti ARISE, there has only been one time that sickness has had a significant impact on a team - most of the team contracted Dengue Fever which is carried by mosquitos.
Team Leader incapacitated before or during trip	Low	Low	Have a Co-Leader or strong Assistant Leader involved in all aspects of team preparation and management. All team members will be provided key contact information to keep on their own person.	
Poor fit team member or team member not respectful of NWMC policy.	Low	Medium	Pre-trip preparation meetings to discern fit of all team members and to communicate NWMC policy. Team members instructed to come to Team Leader if a concern arises. Regular team debriefs.	If it becomes apparent a team member may not be a good fit, this will be addressed as soon as possible by the Team Leader to avoid unnecessary financial impact to the team member. Team Leader will work with team member to resolve issue. If the conduct continues to impact the team in a disruptive manner, the team member will be asked to leave the team or, if the team is in Haiti, the team member will be sent home from Haiti at the team member's cost by the Team Leader.
Flight Delays	High	Low	Team Host monitors flight arrival times to ensure Haiti ARISE is available to meet the team at the airport at the appropriate time. Communication at earliest possible time by Team Leader of any delays while in transit.	

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Transportation interruptions and delays during transit between PAP and Haiti ARISE	Medium	Medium	Key safety procedures	
Team members get separated during transit.	High	Low	Haiti ARISE policy calls for a Team Host to be with teams in the vehicle when they travel. Team Hosts and drivers carry cell phones and drivers communicate during transit.	Because of the size of the NWMC team, team members will need to be transported in 2 vehicles.
Team member is not respectful of Haiti ARISE's policies and procedures.	Low	Medium	Pre-trip communication of host policies and procedures. Team members required to sign a covenant to comply with Haiti ARISE policy.	Team Leader works with team member to resolve issue. If the conduct continues, the issue is taken by the Team Leader to the Team Host. If issue is not resolved to the satisfaction of the Team Leader and Team Host, team Member sent home by Team Host (ideally with the support of the Team Leader). See Key Policies Team members need to be aware of below.
Team Host not on campus during a crisis.	Low	Low	Haiti ARISE policy is to ensure a Team Host is onsite if team members are on Haiti ARISE property. Knowledgeable Haiti ARISE security staff are onsite 24-7. All team members are provided with a Haitian Leader cell phone contact number.	

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Materials, resources not prepared or available on site.	Medium	Low - Medium	Regular communication with host during pre-trip preparation. Team Host committed to communicating what supplies/ equipment team must bring themselves to ensure they have it. Team Host committed to advising Team Leader if Haiti ARISE will be unable to meet team expectations as early as possible.	The impact to the team depends on how soon the team becomes aware of the problem and how flexible their project is.
Active protesting or rioting in Haiti.	Medium	High	Team Leader, Haiti ARISE Team Coordinator and Team Host monitor Canadian and US government advisors, social media, news, on the ground activity prior to team seeking approval from the sending organization and prior to the trip being confirmed with Haiti ARISE, before booking flights, before major support deadlines, before sending lodging fees to Haiti ARISE, before departing Canada, upon arrival at PAP and before departing Haiti ARISE. If necessary Haiti ARISE will provide security or police escort to transport team. See Key Safety Procedures below. Haiti ARISE is secured by a wall and manned 24/7 with security guards that can be armed if necessary.	The greatest risk associated with unrest in Haiti is during the time of travel from PAP to Haiti ARISE and back. There has been no history of any unrest that has directly affected the Haiti ARISE Campus. If the Team Leader determines it is required, the team will be consulted to determine if it is necessary to cancel the trip. The trip may be cancelled by either the Team Leader or the Team Host. Donations made to a Canadian charity cannot be refunded. The Team, Team Leader and Team Host would work together to determine if the trip can be rescheduled.

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Occurrence of a natural disaster.	Low	High	The same mitigating strategies explained in the section above apply. Travel agent registers team members with the government of Canada. Individual team members encouraged to also register individually.	Team Host and Team Leader will work together to keep the team as safe as possible on Haiti ARISE property as appropriate under the circumstances. DOES HAITI ARISE HAVE A FORMAL DISASTER RESPONSE PLAN?
Trip is cancelled	Low	High	Team Leader will contact the airline if a team member cancels or if the trip is cancelled at the earliest possible time to minimize the cost of cancelled flights. The mitigating strategies discussed above are critical to minimizing the loss to a team member should the Team Leader deem it necessary to cancel the trip.	It is illegal in Canada to refund donations made to a Canadian Registered Charity. Once donations are made to the NWMC they cannot be refunded for any reason. Depending on the reason for cancellation, insurance proceeds may be paid to the NWMC that could be used to rebook flights. Haiti ARISE policy is to hold lodging fees for the team so they can rebook. If possible the trip will be rescheduled.

Key Safety Procedures regarding travel to and from PAP
Spread cash amongst team members to minimize risk of loss or theft.
Give all team members emergency contact information.
Team Leaders keep a cell phone on from the time of departure from Canada to arrival at Haiti ARISE and from the time of departure from Haiti ARISE until departure from PAP.
Team Hosts ensure that their cell phones are manned from the time the team is scheduled to depart from Canada until arrival at Haiti ARISE and from the time of departure from Haiti ARISE to the time of departure from PAP.
Drivers have cell phones with minutes during transit. Drivers communicate during transit.
Team members should ensure they have one meal and at least one liter of water on their person when arriving at PAP.

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Team Hosts and Team Leaders are responsible for staying abreast of safety concerns affecting travel the team expects to do and affecting safety of the team at Haiti ARISE to the best of their ability based on the information they have access to. Team Hosts are responsible for advising the Team Leader of any active health or security concerns on the ground that could be relevant to their trip.

Haiti ARISE policy includes keeping vehicles properly maintained, renting vehicles from reliable providers and ensuring vehicles have gas and drivers have minutes on their cell phones.

Key Contact Information (to be supplied to all team members)	Name	Cell Phone	
Canadian Embassy in Haiti		509-2812-9000	
Canadian Embassy in Canada		1-613-996-8885 sos@international.gc.ca https://travel.gc.ca/assistance/emergency-assistance	
Haitian Leader	Francky Cheribum	509-3643-1335	
Team Host in Haiti	Wade Fitzpatrick	509-4179-1693	
Team Host in Haiti	Marilyn Fitzpatrick	509-4119-2537	
Haiti ARISE Canadian Contact	James Roberts	403-708-9225	
Driver's cell phone			In the event Team Host is not coming to greet team, Team Host will provide Team Leader with driver cell number
Team Leader 1			
Team Leader 2			

Additional Team Member Cell			This should be provided for any team members who will have plans on their cell phones.
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Key Policies
There is to be no consumption of non prescription drugs or alcohol from the time the team meets at the airport in Calgary until they arrive back at the airport in Calgary.
Clothing must be modest at all times including high necklines and low skirt/pant lines. Specifically Haitian culture requires that women wear skirts to the knee and keep their shoulders covered when in church.
Team members are not to give gifts to Haitians without checking with Team Leader.
Team members are not to leave the Haiti ARISE campus without permission from the Team Leader and Team Host.
Team members are to be respectful of each other, the team host and the Haitian culture at all times.

Resources for Trip Preparation & Risk Mitigation
https://travel.gc.ca
https://www.ustravel.org