

STUDENTS MOBILITY FROM AND TO THE EUROPEAN SCHOOLS

Annex 9: Crisis contact list

1. Drawing up and distribution

As an arriving student to the European School Copenhagen, we kindly ask you to fill this form out from your parts and send it to C609@kk.dk. Please notice that this form will be shared with the host family and the ESCPH.

List drafted by: Ronja Legrand

Distributed to: Student's family, host family and the European School Copenhagen

2. Contact details:

Fill in the contact details of each of the persons below. Also indicate the times of day when the person in the host country is available and make sure that there is a person to contact at any time of day or night in case of emergency.

Mentor at host school (ESCPH):

Mentor at host school:

Name	Ronja LEGRAND
Address	European School Copenhagen, Ny Carlsberg Vej 99 9 København
Phone	+45 36 14 01 90
Mobile	
E-mail	
When available	Monday to Friday 08AM - 4PM

Person to be contacted if the mentor is not available:

Name	Hans BOVINKEL
Address	European School Copenhagen, Ny Carlsberg Vej 99 9 København
Phone	
Mobile	+45 36 14 01 90
E-mail	S37B@kk.dk
When available	Monday to Friday 08AM - 4PM

Contact teacher at sending school:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

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Person to be contacted if contact teacher is not available:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

Participating pupil:

Name	
Address	
Phone	
Mobile	
E-mail	

Pupil's parent(s)/guardian(s):

Mother/Contact 1:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

Father/Contact 2:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

Host family:

Host Mother/Contact 1:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

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Host Father/Contact 2:

Name	
Address	
Phone	
Mobile	
E-mail	
When available	

3. Emergency procedures

As a basic rule, the procedures described in the Crisis management document apply. If you want to adapt or modify any of these procedures or develop additional emergency procedures, please insert the procedures here. Indicate who is in charge of overall coordination, the division of responsibilities, and the information chain (who is to be informed and when).

4. Emergency numbers in host country

- ▶ Police: 112 (emergency) ; 114 (Service)
- ▶ Medical assistance (emergency): 1813
- ▶ Child's helpline: 116 111
- ▶ Helpline: 112

5. Details of the Assistance Insurance for visiting Students

- ▶ Contact details of the insurance company (Health Costs, Permanent Disability and Death, Third-party liability in Private Life):
- ▶ Contact details of the assistance company (Assistance and Repatriation):

6. Documents checklist

The following documents should be drawn up and signed by the relevant parties before the stay begins, and the originals and copies should be distributed to the relevant parties as described in the Crisis management document:

- ☐ Pupil application form
- ☐ Parental/Guardian consent form

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☐ *Host family charter*

☐ *Health form* (Part 2 is put as 2 copies in separate sealed envelopes, one is given to the medical service of the hosting school on arrival, the other one stays with the host family)

The following documents should be compiled prior to the pupil's departure, and kept together in order to be available for medical emergencies during the mobility period:

☐ the *Health form* (Part 2) in a sealed envelope which will be given to the medical service of the hosting school on arrival

☐ the *Parental/Guardian consent form*

☐ the copy of the pupil's European Health Insurance Card (the original stays with the pupil)

☐ the copy of the Insurance Plan certificate and ID card with contact details to the insurance and assistance companies (the original stays with the pupil)

☐ the Insurance guide for the specific coverage Plan

☐ the translations of the *Health form* and the *Parental/Guardian consent form*