

PROTOCOLS TO MINIMIZE LOSS OF MEDICAL EQUIPMENT **(revised 6-29-11)**

Loss of medical equipment is a real risk associated with doing medical missions. The procedures below are an effort to prevent and minimize loss.

PRIOR TO THE TRIP

1. Explore the option of buying travelers insurance. It may or may not be worth it considering what equipment and supplies you are taking.
2. Be aware of the equipment that is available at your hosting hospital or clinic so you avoid taking unnecessary equipment.
3. Keep a record of what was borrowed for your trip to so that you will know if something is missing.
4. Maintain an accurate inventory of the items in each piece of baggage coming AND going from the host site. There should be an inventory in each bag AND an inventory carried with the person the bag belongs to. Serial numbers of equipment, if attached to the item, should be recorded. Someone should have a master list of all baggage inventories.
5. Distribute expensive equipment between several bags.
6. If possible, place expensive equipment in your carry-on baggage. Be mindful of requirements **NOT** to include sharp objects and items that could be used as weapons in your carry-on baggage. You don't want the equipment legally confiscated.
7. In the event a person is not traveling with the group, they are not to take any group equipment other than their own. It is recommended that their equipment be transported with the team's equipment.
8. Each person should be able to identify and name the equipment that is in his/her baggage in case he/she is called into security, customs, immigration, etc.

DURING AND AFTER THE TRIP

1. Secure equipment at the work site.
2. Upon return to your final airport, inventory your baggage to make sure the equipment arrived.
3. Return the equipment promptly to its owner.

IN THE EVENT OF A LOSS OF EQUIPMENT:

1. Fill out the necessary airline paperwork AND a police report. Keep a copy to turn in Capitol City Medical Teams.
2. Inform your hosting organization about the loss.