

# MOBILITY AND SECURITY PLAN

## LAC Regional Meeting 2026

**Location:** Antigua Guatemala

**Event dates:** September 28 - October 2, 2026

**Prepared by:** WWF Mesoamerica

**Review purpose:** Confirm readiness, accountabilities, and risk controls before final circulation

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### Executive Summary

WWF Mesoamerica has developed this plan to provide a controlled and coordinated approach to participant travel during the LAC Regional Meeting in Antigua Guatemala. The operating model combines organized airport transfers, pre-identified travel arrangements for official activities, hotel emergency preparedness, participant guidance, and clear contingency procedures.

**Management assurance** Based on the identified risk profile, the planned travel can be conducted safely when the controls in this plan are fully implemented, and the outstanding readiness actions are closed before participant travel begins.

**Approval condition** Final operational approval should be contingent on confirmation of the transportation provider, driver and vehicle details, participant manifests, emergency contact tree, medical support information, final field-trip route, and the verified activity schedule.

### 1. Purpose, Scope, and Operating Principles

The purpose of this plan is to reduce foreseeable safety and security risks associated with travel between La Aurora International Airport and Antigua Guatemala and with all official travel during the meeting. It applies to participants, organizers, contracted transportation providers, official venues, and field-visit arrangements.

- **Duty of care:** Participant travel will be planned, communicated, and monitored.
- **Authorized travel:** Official group transportation and approved walking routes will be used for scheduled activities.
- **Accountability:** Arrival, departure, and travel confirmations will be maintained.
- **Proportionate response:** Any change in conditions will trigger reassessment, escalation, and route or schedule adjustment as necessary.
- **Participant responsibility:** Participants must follow travel instructions and promptly report deviations or concerns.

## 2. Roles and Accountabilities

| Name                         | Role                                 | Primary accountability                                                                                                                                                                |
|------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Andreas Lehnhoff             | Event Lead / Management Sponsor      | Confirms that readiness actions are closed and authorizes final implementation.                                                                                                       |
| Rosario Calderon             | Event Coordinator                    | Maintains overall oversight and coordinates decisions affecting the agenda or participant welfare, and venue arrangements.                                                            |
| Ana Maldonado                | Security Focal Point                 | Monitors security, weather, volcanic, and seismic information; advice on escalation, shelter, evacuation, suspension, or cancellation of activities. Health support and coordination. |
| Nicolas Maeda                | Logistics Coordinator                | Groups participants by itinerary; coordinates airport reception, transfers, manifests, and arrival confirmations.                                                                     |
| Brenda Laugerud              | Administrative and Logistics Support | Supports participant coordination, hotel arrangements, event materials, administrative documentation, and logistical follow-up before and during the meeting.                         |
| Lucía Álvarez / Jazia Espino | Logistics and Procurement Support    | Supports logistical arrangements and coordinates the procurement, supplies, and other services required for the meeting                                                               |
| TRANSHOTELES, S.A.           | Transportation Provider              | Assigns identified drivers and roadworthy vehicles; follows approved routes and communicates delays or incidents.                                                                     |
| Carolina Zapata              | Participant / WWF US Liaison         | Follows participant safety instructions and supports liaison with WWF US/COU when coordination or escalation is required.                                                             |

## 3. Risk Assessment and Control Framework

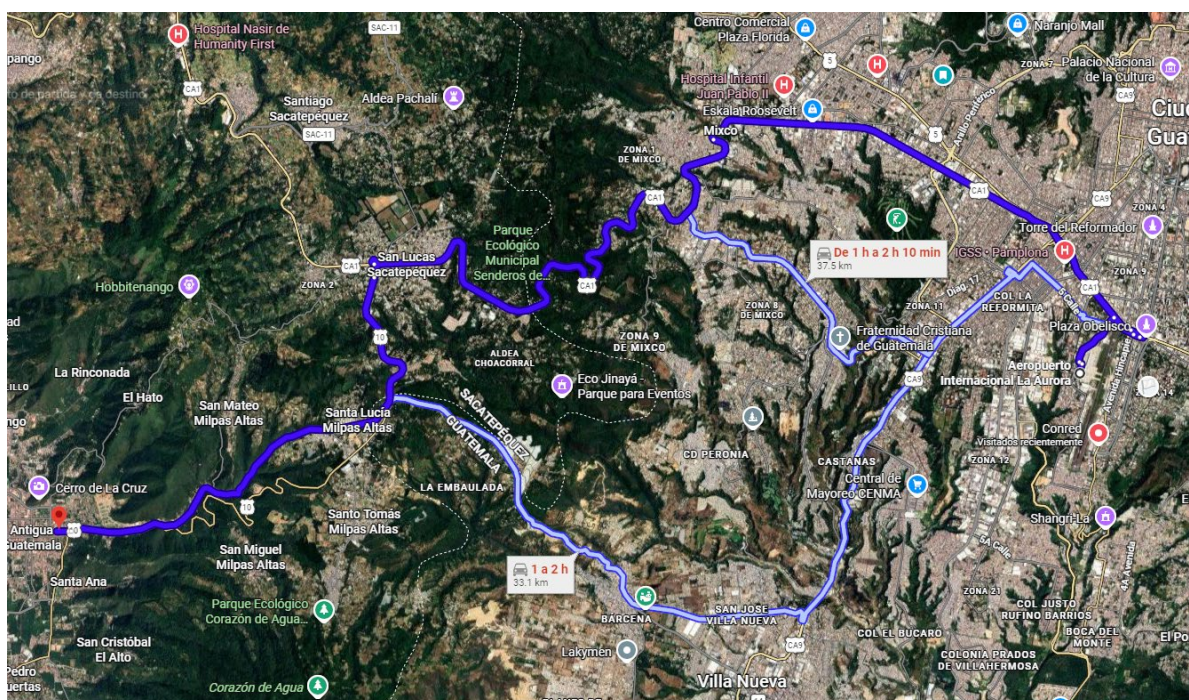
The ratings below reflect the risks identified in the source assessment. Controls must be confirmed before the event and monitored throughout implementation. Any significant deterioration in operating conditions requires a new risk assessment before travel proceeds.

| Risk                                      | Rating               | Key controls                                                                                                                     |
|-------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Airport-Antigua / Hotel-Airport transfers | Moderate             | Scheduled group transfers; flight tracking; identified drivers; direct transfer for late arrivals; traffic and route monitoring. |
| Travel within Antigua                     | Low                  | Authorized group travel; buddy approach after dark; check-in and arrival confirmation.                                           |
| Field visit                               | Low                  | Dedicated bus transport; final route and destination confirmation; participant manifest; weather and road-condition check.       |
| Seismic activity                          | High                 | Verify evacuation routes and assembly points at the hotel and venues; brief participants; follow CONRED and venue instructions.  |
| Volcanic activity                         | High                 | Monitor official alerts and ash conditions; keep masks available; suspend or reroute travel if conditions warrant.               |
| Adverse weather / landslides              | Medium               | Monitor forecasts and road conditions; identify alternative routes; adjust schedule or suspend travel when necessary.            |
| Medical emergencies                       | Not separately rated | Confirm first-aid capacity, reference hospital and physician, insurance information, and emergency transport procedure.          |

## 4. Travel Arrangements

### 4.1 Airport transfers

- **Reception and grouping:** Participants will be grouped according to their confirmed itineraries under the coordination of Nicolas Alejandro Maeda.
- **Travel time:** Allow approximately 1.5-2 hours between La Aurora International Airport and Antigua Guatemala, subject to traffic and weather.
- **Flight disruption:** The logistics team will track flights, regroup travelers when needed, and reprogram or arrange direct transportation.
- **Transfer accountability:** The logistics team will maintain a passenger manifest and confirm arrival at the destination.
- **Transport provider:** Provider, driver, vehicle, and dispatch contact details must be confirmed before final approval.



*Indicative airport-Antigua route. The provider will select the safest viable route based on current conditions.*

### 4.2 Hotel and official venues

Hotel Casa Santo Domingo has been consulted regarding its security plan, emergency brigades, emergency-management protocols, and 24-hour nursing support capable of providing first aid. The hotel security plan should remain available to the organizing team and be reviewed during the pre-event readiness check.

| Trip / activity                  | Date                    | Mode                         | Destination / route                                      |
|----------------------------------|-------------------------|------------------------------|----------------------------------------------------------|
| Airport arrivals and departures  | By individual itinerary | Organized vehicle transfer   | La Aurora International Airport-Hotel Casa Santo Domingo |
| Dinner – Convento de Santa Clara | Tuesday, September 29   | Walking route (approx. 1 km) | 2a Avenida Sur 10-18, Antigua Guatemala                  |

| Trip / activity                             | Date                    | Mode                           | Destination / route                                                                                                                                                |
|---------------------------------------------|-------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Trip / Finca El Pintado and Ecofiltro | Wednesday, September 30 | Dedicated buses                | Finca El Pintado: San Pedro el Panorama, Calle del Emperador Lote 12, Antigua Guatemala<br>Ecofiltro: KM 77, Aldea San Lorenzo El Cubo, Ciudad Vieja, Sacatepéquez |
| Field visit / Lunch - El Tenedor del Cerro  | Wednesday, September 30 | Dedicated buses                | Km 42.5, Santa Ines del Monte Pulciano, Antigua Guatemala                                                                                                          |
| Dinner – Casa Troccoli                      | Thursday, October 1     | Walking route (approx. 1.1 km) | 3a Calle Poniente #5, Antigua Guatemala                                                                                                                            |

**Schedule control Dates**, departure times, participant groupings, walking-route leaders, and the final field-trip itinerary must be reconfirmed against the approved event agenda before circulation.

### 4.3 External Venue Emergency Readiness

Before any activity at an external venue, the Security Focal Point and Logistics Coordinator will confirm and document the following:

- A named venue emergency contact and a reliable communication number.
- Emergency exits, evacuation routes, assembly points, and shelter-in-place areas.
- First-aid capacity, fire equipment, emergency vehicle access, and the nearest appropriate medical facility.
- Venue-specific procedures for earthquakes, fire, medical emergencies, severe weather, and security incidents.
- Accessibility needs, participant accountability arrangements, and the person responsible for leading an evacuation.

An activity will not begin until the venue contact and the organizing team have confirmed that these arrangements are in place. The trip lead will brief participants on the exits and assembly point upon arrival.

## 5. Travel and Transportation Controls

### 5.1 Before each trip

- Confirm the itinerary, participant manifest, driver, vehicle, destination contact, route, and estimated travel time.
- Check flight status, traffic, weather, road conditions, and official security or civil-protection alerts.
- For airport transfers and official vehicle trips, the Logistics Coordinator and transportation provider will verify the primary route and the previously mapped alternatives before departure. The safest available route will be selected based on real-time road conditions, official information, and driver assessment. Unverified diversions will not be used.
- Brief participants on the mode of travel, meeting point, departure time, group lead, expected arrival, and emergency contact.
- For official walking routes, participants will be divided into preassigned groups of no more than 15 people. Each group will have a designated lead and alternate, depart at a controlled interval, remain together, and report its headcount at departure, arrival, and return. For approximately 70 participants, the organizing team should plan for about five groups.

- Confirm that the receiving venue is ready and that emergency access is available.

## 5.2 During and After Each Trip

- Maintain communication between the driver or walking-route lead and the logistics coordinator.
- Keep the group together; avoid unscheduled stops or route changes unless required for safety.
- Escalate material delays, loss of contact, route obstructions, medical events, or security concerns immediately.
- Confirm arrival and reconcile the participant manifest at the destination.

## 6. Incident Escalation and Contingency Procedures

| Scenario                                                         | Decision lead                    | Immediate actions                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Flight delay or itinerary change                                 | Brenda Laugerud / Nicolas Maeda  | Track the change; inform the participant and provider; regroup travelers or arrange a direct transfer; update the manifest and expected arrival time.                                                                                                                                                           |
| Traffic obstruction or road closure                              | Brenda Laugerud / Nicolas Maeda  | Stop in a safe location if necessary; verify conditions through PROVIAL, local authorities, and the transportation provider; select one of the previously mapped alternate routes; communicate revised timing; and avoid unverified diversions. If no safe route is available, delay or suspend the transfer.   |
| Medical emergency                                                | Ana Maldonado / Brenda Laugerud  | Call emergency medical support; contact the reference hospital and insurer; notify the Event Lead; document the incident.                                                                                                                                                                                       |
| Urban security incident                                          | Ana Maldonado / Andreas Lehnhoff | Move participants to a safe location; contact police or DISETUR; account for the group.                                                                                                                                                                                                                         |
| Minor Earthquake                                                 | Ana Maldonado / Venue Lead       | During shaking, drop, cover, and hold on. After shaking stops, group leads account for participants; the Security Focal Point and venue management check for injuries, damage, utility disruption, and official alerts. Resume only after the venue confirms the occupied areas are safe.                       |
| Major Earthquake                                                 | Ana Maldonado / Venue lead       | Protect in place during shaking; then evacuate by verified routes when safe. Move accountability groups to the designated assembly point; conduct group and master headcounts; establish first aid/triage support; contact emergency services; and relocate the group if the venue cannot be safely reoccupied. |
| Volcanic ash or adverse weather                                  | Ana Maldonado / Event Lead       | Monitor official alerts; use masks if ash is present; shelter, reroute, postpone, or cancel travel according to conditions.                                                                                                                                                                                     |
| Loss of communication                                            | Ana Maldonado / Trip Lead        | Use the agreed backup channel; proceed to the designated meeting point; initiate the missed check-in protocol and escalate within the defined timeframes.                                                                                                                                                       |
| Participant not located or absent from a scheduled trip/activity | Brenda Laugerud / Ana Maldonado  | Reconcile the manifest; call and message the participant; contact the buddy/roommate and last known venue; initiate the missing-participant procedure and escalate based on time and risk factors.                                                                                                              |

### 6.1 Incident Escalation and Notification Chain

The response and notification level will be based on the actual or potential impact on participants, staff, operations, assets, and WWF's reputation. The classification may be raised at any time if the severity or potential impact increases.

## 6.2 Go/No-Go and Activity Suspension Criteria

Any team member may stop an activity when there is an immediate threat to life or safety. For planned decisions, the Event Lead / Management Sponsor makes the final determination based on advice from the Security Focal Point, Event Coordinator, and Logistics Coordinator.

| Trigger                                         | Suspend / no-go when                                                                                                                             | Resume / go when                                                                                                                                                                        |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Road blockage or civil disturbance              | Verified closure or disturbance affects the route or destination and no safe, confirmed alternative is available.                                | Official or verified local clearance is received, or a previously mapped alternate route is confirmed as safe and operational by the Logistics Coordinator and transportation provider. |
| Volcanic activity / ashfall                     | Official advice restricts travel; ashfall affects visibility or breathing; roads/airport close; or safe shelter and transport cannot be assured. | Official guidance permits travel and route, visibility, air quality, and transport conditions are acceptable.                                                                           |
| Severe weather / landslide risk                 | Official severe-weather warning, flooding, landslide, electrical storm, or unsafe road/walking conditions affect the activity.                   | Warning has been lifted or conditions and routes are verified as safe with appropriate alternatives.                                                                                    |
| Earthquake or venue emergency                   | Evacuation is ordered, structural safety is uncertain, essential services fail, or the venue cannot account for occupants.                       | Authorities or the venue declares the site safe, and evacuation, assembly, and emergency systems are operational.                                                                       |
| Participant not accounted for                   | The person who may be at immediate risk or proceeding would reduce the team's ability to locate or assist them.                                  | The participant is located, or the Event Lead confirms that a separate response team is operating and the activity can proceed safely.                                                  |
| Transport, medical, or communications readiness | Required vehicle/driver, emergency access, medical response, participant manifest, or primary and backup communications are unavailable.         | The missing control is restored, replaced, or formally mitigated before departure.                                                                                                      |

**Alternate venue consideration:** If access to Antigua or Casa Santo Domingo becomes unreliable for an extended period, the Event Lead, Security Focal Point, Event Coordinator, and Logistics Coordinator will assess whether affected activities can be postponed, delivered virtually, relocated within Antigua, or transferred to an alternate venue. Any relocation will require confirmation of safe access, adequate capacity, emergency arrangements, communications, transportation, and participant accountability before approval.

## 6.3 Participant Not Located or Missed Check-In Procedure

Participants will use the same preassigned accountability groups of no more than 15 people used for official walking routes. Each group will have a designated lead and alternate. The Logistics Coordinator will maintain the master manifest, while group leads will support participant accountability.

### Phase 1 - Verification

- The group lead verifies the absence and immediately informs the Logistics Coordinator.
- The Logistics Coordinator reconciles the master manifest and attempts direct contact by phone, WhatsApp, and SMS.
- Administrative and Logistics Support checks with the participant's designated buddy or roommate, hotel room or reception, venue contact, driver, and last known location.
- The scheduled activity may be held briefly while the circumstances are verified.

### Phase 2 - Escalation

This phase is activated when the participant cannot be promptly located, information about their whereabouts is inconsistent, or there is medical, security, nighttime, or other vulnerability concerns.

- The Security Focal Point assesses the level of risk and determines whether external assistance is required.
- The Event Lead / Management Sponsor is informed when the situation may materially affect participant safety or event operations.

### Phase 3 - Critical Response

This phase is activated immediately when there is reason to believe that the participant may be injured, in danger, involuntarily missing, or exposed to serious security or medical risk.

- The Security Focal Point contacts the appropriate external service, including hotel security, DISETUR, Police, emergency medical services, or International SOS.
- The Event Lead / Management Sponsor, Roberto Troya, and Matt Mead must be notified at the first safe opportunity. This notification must not delay immediate response actions or emergency care.
- A designated team member maintains the incident log, while a separate team remains responsible for the safety, supervision, and communication needs of the other participants.
- No participant or staff member may conduct an uncoordinated search alone.

### Resolution and Follow-Up

Once the participant is located, the team will confirm their welfare, arrange safe return or assistance, notify all persons and services previously alerted, reconcile the full manifest, and document the timeline and outcome. A brief review will determine whether additional protective measures or changes to the event plan are required.

## 6.4 Medical Emergency Response

1. For a life-threatening emergency, call the appropriate local emergency service immediately and provide first aid only within the responder's level of training. For other medical needs, or as soon as immediate emergency care is underway, contact International SOS first so it can identify an appropriate provider that accepts Cigna and coordinate support on the participant's behalf. Do not delay urgent care while seeking internal authorization.
2. The Logistics Coordinator will provide the exact location, facilitate ambulance access or safe transport, account for the group, and bring available insurance information.
3. The Security Focal Point will coordinate with the Event Coordinator, International SOS, and the receiving medical facility, without delaying immediate treatment.
4. The Event Lead or designated representative will ensure that the participant's emergency contact is notified when appropriate and that privacy is maintained.
5. The incident, decisions, notifications, and follow-up actions will be documented. A post-incident review will determine whether activities may safely continue.

Before travel, participants must securely provide an emergency contact, relevant medical or accessibility information they choose to disclose, required medication information, insurer details, and consent for emergency notification. Access will be limited to designated response personnel.

## 6.5 Earthquake Response and Participant Accountability

The response will be based on the observed impact at the hotel or venue, official instructions, and the condition of the facilities, rather than solely on the reported earthquake magnitude. The pre-assigned groups of no more than 15 participants will also serve as accountability groups during an emergency.

## Minor Earthquake or Tremor

A minor earthquake is one in which there are no injuries, visible structural damage, fire, significant loss of utilities, evacuation order, or other indication that the location is unsafe.

- During shaking, participants should drop, cover, and hold on; stay away from windows and unsecured objects; and follow venue instructions.
- After shaking stops, group leads conduct an immediate headcount and report to the Logistics Coordinator.
- The Security Focal Point and venue management check for injuries, visible damage, fire, utility disruption, and official alerts.
- Activities may resume only after the venue confirms the occupied areas are safe. Participants must remain alert for aftershocks.

## Major or High-Impact Earthquake

The major earthquake response is activated when there are injuries, visible or suspected structural damage, fire, falling debris, loss of essential services, blocked exits, an evacuation order, significant aftershocks, or uncertainty regarding the safety of the facility.

- During shaking, participants must drop, cover, and hold on; remain away from windows and unsecured objects; and avoid running toward exits. Elevators must not be used.
- Once shaking stops and evacuation can be undertaken safely, venue personnel and group leads direct participants through verified routes to the designated assembly point.
- Participants remain with their assigned group and buddy. Group leads account for each person and report to the Logistics Coordinator, who reconciles approximately five group reports against the master manifest for about 70 participants.
- Missing, injured, or mobility-assisted participants are reported immediately to the Security Focal Point. Only trained emergency personnel or venue staff may re-enter a building.
- The Security Focal Point coordinates with venue security, CONRED, fire services, Police, medical services, and International SOS as appropriate.
- The organizing team establishes a first aid and triage area at a safe location, separate from the main assembly area when possible.
- The Event Coordinator manages participant instructions, welfare needs, and internal communications. Administrative and Logistics Support brings the emergency roster, emergency-contact information, first-aid supplies, water, communication equipment, and other available emergency materials.
- The Event Lead / Management Sponsor decides, based on official and technical guidance, whether activities are suspended, relocated, cancelled, or resumed.
- No participant may leave the assembly point until accounted for and authorized to do so. If the venue cannot be safely reoccupied, the group will be transferred or escorted to the predetermined alternate safe location, subject to road conditions and official instructions.
- The organizing team will continue periodic headcounts, monitor aftershocks and official alerts, identify accommodation and transportation needs, communicate with emergency contacts when appropriate, and document decisions until participants are safely reunited, relocated, or released.

## 7. Participant Safety Guidance

On the first day, once participants are together, the Security Focal Point and organizing team will provide a brief verbal safety and security orientation. It will cover emergency exits and assembly points, the buddy

system after dark, emergency contacts, check-in expectations, and what to do during an earthquake, volcanic activity, severe weather, or another incident. The same information will be shared in writing before or at the start of the meeting.

- Use authorized taxis only.
- Avoid traveling alone at night; remain with the designated group or buddy.
- Keep valuables out of sight, carry limited cash, and safeguard passports and other important documents.
- Inform a designated buddy and the organizing team before any travel outside the official agenda and confirm safe return.
- Keep emergency contacts, medical insurance information, and required medication accessible.
- Immediately report safety concerns, illness, missing participants, or changes in personal travel plans.

## 8. Emergency Contacts and Communication

| Contact                           | Name / organization                   | Contact details                                                                                                 |
|-----------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Event Lead / Organizing Team      | Andreas Lehnhoff                      | +502 5460 5831                                                                                                  |
| Security Focal Point              | Ana Lillian Maldonado                 | +502 3065 3909<br>Sat phone: +881 623491800                                                                     |
| Safety & Security Director        | Matt Mead                             | +1 202 905-1376 / <a href="mailto:safety@wwfus.org">safety@wwfus.org</a>                                        |
| HQ escalation - COU               | Roberto Troya                         | +1 202 569-3646 <a href="mailto:roberto.Troya@wwfus.org">roberto.Troya@wwfus.org</a>                            |
| Logistics Coordinator             | Nicolas Alejandro Maeda               | +502 5976-8776                                                                                                  |
| Administrative / Logistic Support | Brenda Laugerud – Lucía Álvarez       | +502 5951-9671 - +502 5474-6386                                                                                 |
| Hotel Reception / Security        | Hotel Casa Santo Domingo              | Reception: +502 7820-1220<br>Security: Milton García +502 5834-9821<br>Event host: Melania Díaz +502 5834-8568  |
| Transportation Provider           | TRANSHOTELES, S.A.                    | Dispatch Oscar Girón +502 4211-7631                                                                             |
| Medical / Security Assistance     | International SOS                     | Membership No. 11BCPA000081 and<br>Assistance number: Mexico: +52 55 4166-2808<br>Philadelphia: +1 215 942-8226 |
| Medical facility - Antigua        | Hospital Privado Hermano Pedro        | +502 7790-2000                                                                                                  |
| Preferred medical provider GTC    | Hospital Herrera Llerandi - Amedesgua | +502 2384-5959 / Accepts Cigna insurance                                                                        |
| DISETUR Antigua                   | Tourist Security Division             | +502 5551-5062 / +502 5551-5542                                                                                 |
| Police                            | Emergency line                        | 110                                                                                                             |
| Volunteer Fire Department         | Emergency line                        | 122                                                                                                             |
| Municipal Fire Department         | Emergency line                        | 123                                                                                                             |
| CONRED                            | Civil protection emergency line       | 119                                                                                                             |
| INGUAT Tourist Assistance         | Tourist assistance line               | 1500                                                                                                            |

Communication protocol. The final participant brief will identify the primary and backup channels, check-in expectations, emergency numbers, and the participant-not-located procedure. The communication tree will be tested before the event.

## 8.1 Communication Channels and Check-In Protocol

Communication channels will be used in the following order. If the primary channel fails or no response is received within 5 minutes during an active incident, the team will immediately move to the next available channel:

| Priority         | Channel                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------|
| Primary          | Direct mobile call and the designated event WhatsApp group.                                                     |
| First backup     | SMS and direct calls to the alternate number listed in the emergency contact roster.                            |
| Second backup    | Hotel or venue reception/security landline and in-person messenger through the designated venue contact.        |
| Emergency backup | Satellite phone once activated and tested. Email may document actions but is not an emergency-response channel. |

### Required participant check-ins:

| Situation                    | Required check-in                                                                        | Responsible                                   |
|------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------|
| Airport transfer             | At pickup and upon arrival at the hotel                                                  | Logistics Coordinator                         |
| Official vehicle trip        | Before departure, upon arrival, and upon return                                          | Logistics Coordinator / trip lead             |
| Official walking route       | At group assembly, departure, arrival, and return; each group lead reports its headcount | Walking-group leads / Logistics Coordinator   |
| Field visit                  | At departure, arrival, before return, and arrival at hotel                               | Trip lead / Logistics Coordinator             |
| Off-agenda personal travel   | Before leaving and upon safe return, particularly after dark                             | Participant informs buddy and organizing team |
| Organizing team status check | At the start and end of each event day                                                   | Event Coordinator / Logistics Coordinator     |

A missed check-in immediately triggers direct contact. If contact is not restored, the Participant Not Located or Missed Check-In Procedure in Section 6.1 applies. The current emergency roster must be available offline to the organizing team.

## 9. Pre-Event Readiness and Approval

| Readiness action                                                                                                                                                                   | Owner                                           | Status    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------|
| Transportation provider contracted; vehicles, drivers, insurance, and dispatch contacts verified                                                                                   | Brenda Laugerud / Nicolas Maeda                 | Completed |
| Final arrival/departure manifest and grouping plan completed, including walking and emergency-accountability groups of no more than 15 participants                                | Brenda Laugerud / Nicolas Maeda                 | On going  |
| Official activity schedule, dates, times, venues, and walking routes reconfirmed                                                                                                   | Brenda Laugerud / Rosario Calderón              | Completed |
| Field-trip route, destination, access, weather threshold, and emergency arrangements confirmed                                                                                     | Rosario Calderon / Ana Maldonado                | Completed |
| Hotel security plan, evacuation route, assembly points, and 24-hour nursing arrangements reviewed                                                                                  | Ana Maldonado / Hotel Security                  | Completed |
| Emergency communications channel, primary and backup communication channels, reference hospital/physician, International SOS, and satellite phone information completed and tested | Ana Maldonado / Brenda Laugerud / Nicolas Maeda | Completed |

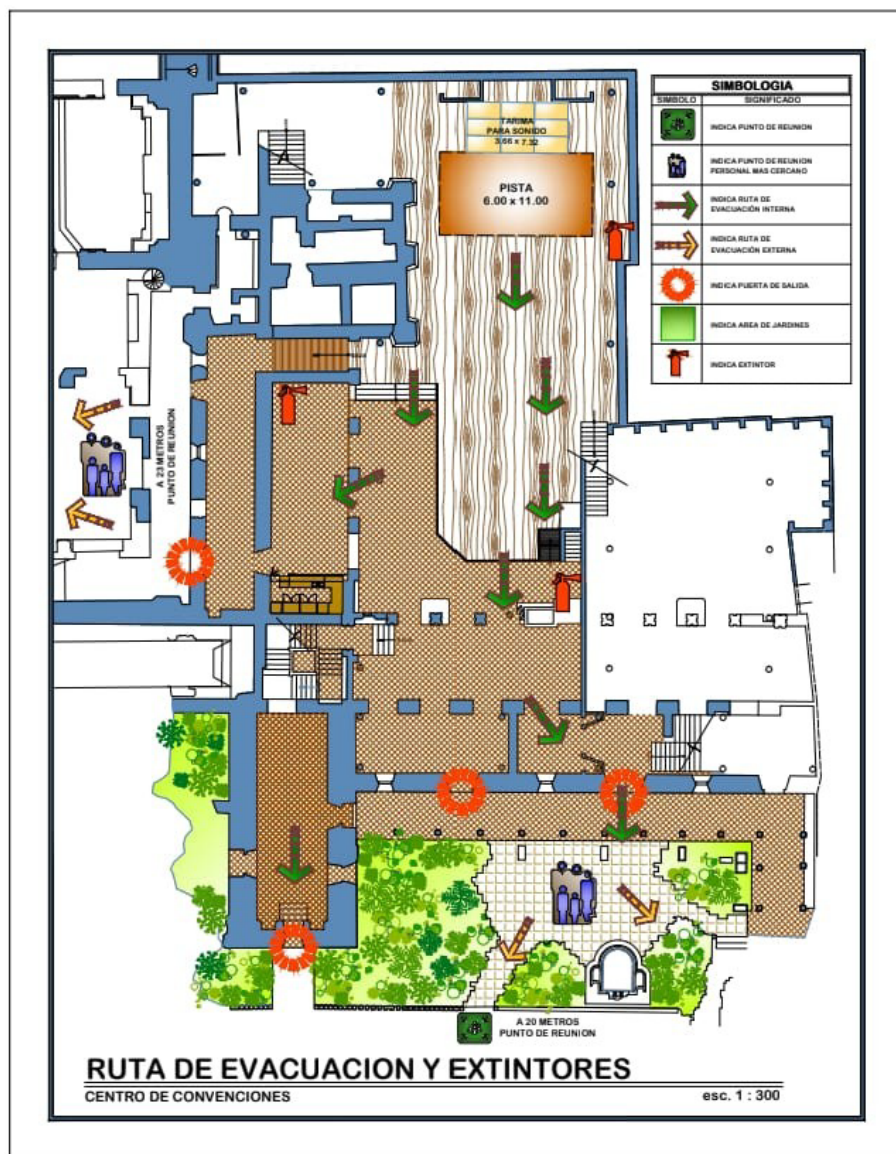
| Readiness action                                                                                                                                                                                               | Owner                                               | Status    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------|
| First-day verbal safety briefing and written participant guidance prepared and scheduled                                                                                                                       | Ana Maldonado / Organizing Team                     | Completed |
| Final go/no-go review completed within 24 hours before principal trips                                                                                                                                         | Ana Maldonado / Rosario Calderón / Andreas Lehnhoff | On going  |
| External venue emergency contacts, evacuation routes, assembly points, first aid, and emergency vehicle access verified and documented                                                                         | Brenda Laugerud / Ana Maldonado                     | Completed |
| Participant emergency contacts and relevant medical/accessibility information securely collected, and access controls confirmed                                                                                | Brenda Laugerud / Ana Maldonado                     | Completed |
| Revised plan reviewed with Matt Mead and any final Safety & Security recommendations incorporated                                                                                                              | Ana Maldonado / Brenda Laugerud                     | Completed |
| Group leads and alternates designated; principal and alternate assembly points, relocation site, accountability materials, and emergency supplies for approximately 70 participants confirmed                  | Rosario Calderon / Ana Maldonado                    | Completed |
| Primary and alternate routes for airport transfers, field visits, and other official vehicle trips mapped and validated with the transportation provider; contingency options for venue disruption identified. | Ana Maldonado / Brenda Laugerud / Nicolas Maeda     | Completed |

Approval recommendation: Approve the plan in principle, subject to documented closure of the readiness actions above and confirmation that no material change has occurred in the operating environment.

## Annex A. Reference Maps and Evacuation Information

These maps support operational planning. Route leaders should verify conditions and meeting points before use; maps do not replace real-time security, traffic, weather, or civil protection guidance.

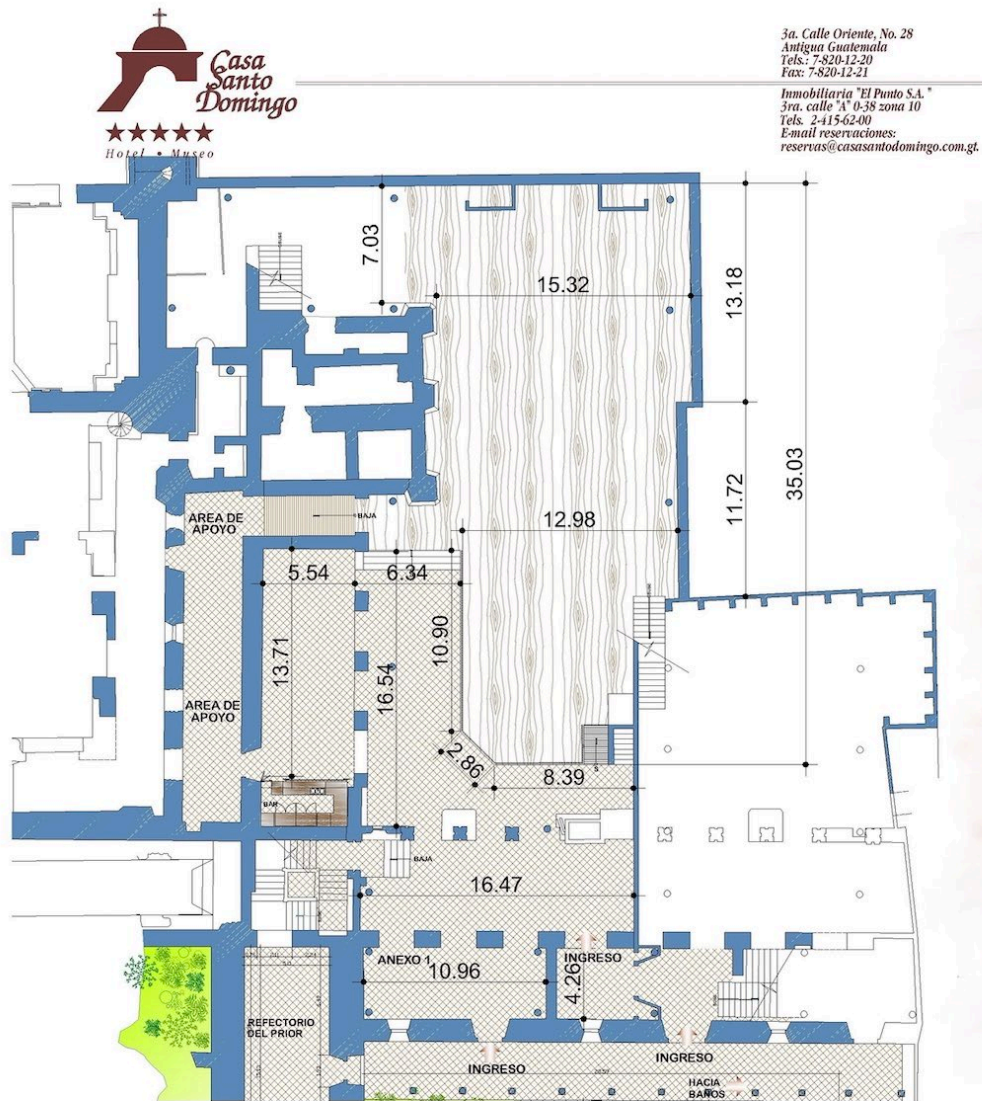
### Hotel Casa Santo Domingo evacuation plan



*Venue evacuation routes and assembly information should be reviewed with the hotel before the meeting.*



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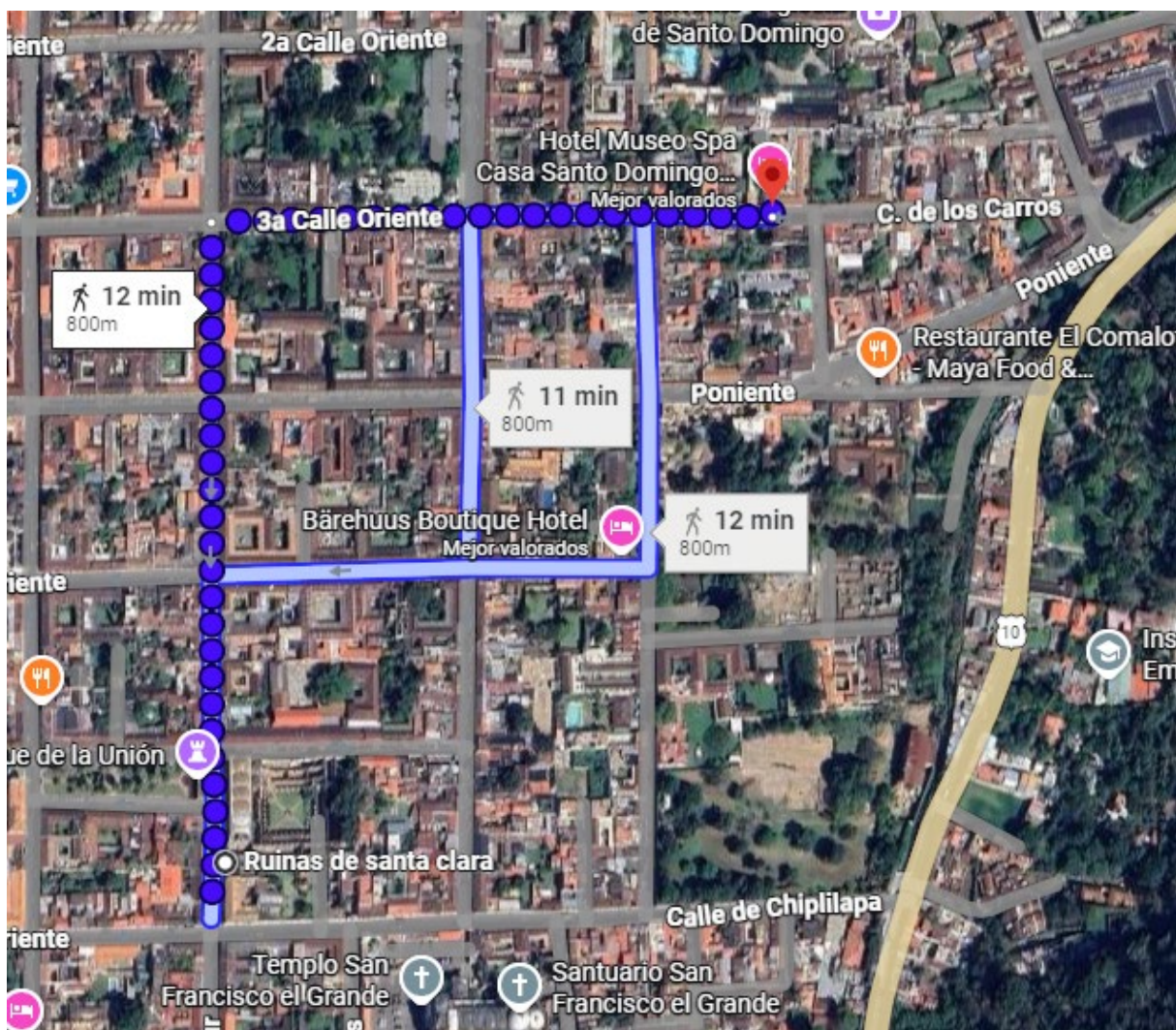
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**DESCRIPCION**

|                   |                        |                    |                         |
|-------------------|------------------------|--------------------|-------------------------|
| Sector:           | CENTRO DE CONVENCIONES | Servicios:         | ELECTRICIDAD + TELEFONO |
| Ubicación:        | SALÓN MAYOR            | Area:              | 949.1107 m²             |
| Montaje:          | RECEPCION              | Dimensiones:       |                         |
| Capacidad Maxima: |                        | Altura Utilizable: | 6.70 m                  |

Venue evacuation routes and assembly information should be reviewed with the hotel before the meeting.

## Walking route: Hotel Casa Santo Domingo to Convento de Santa Clara



*Indicative route of approximately 1 km.*

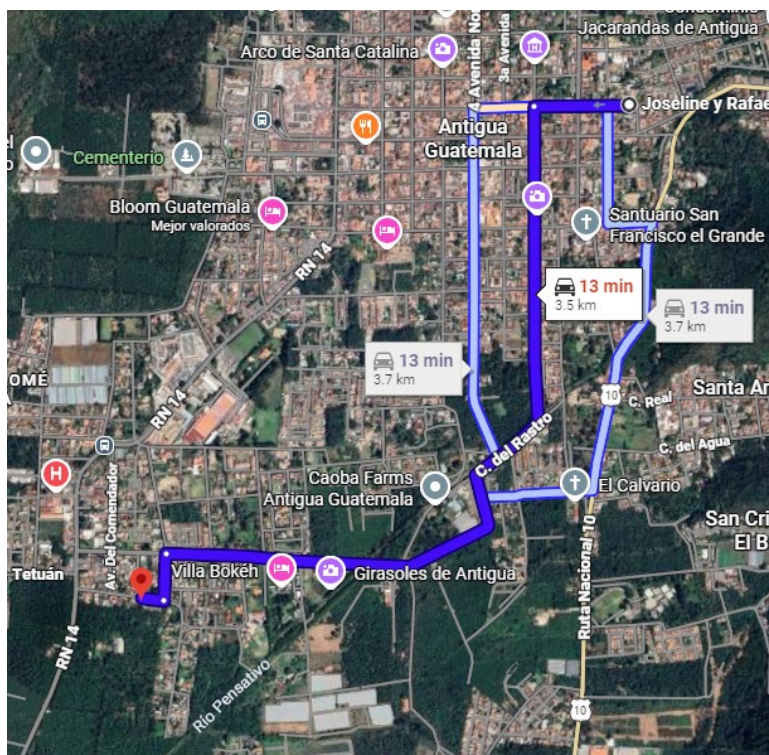
## Finca El Pintado ([Home - Finca El Pintado](#))



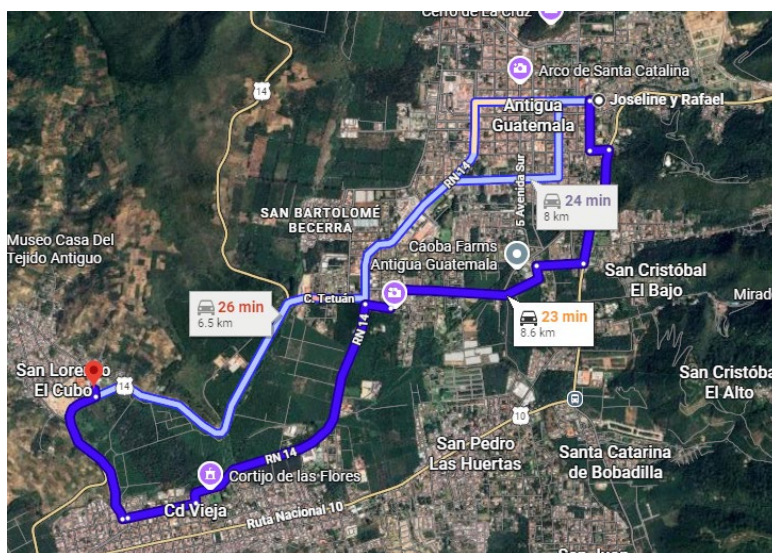
## Ecofiltro ([Ecofiltro Guatemala](#))



## Bus route: Antigua to Finca El Pintado and Ecofiltro

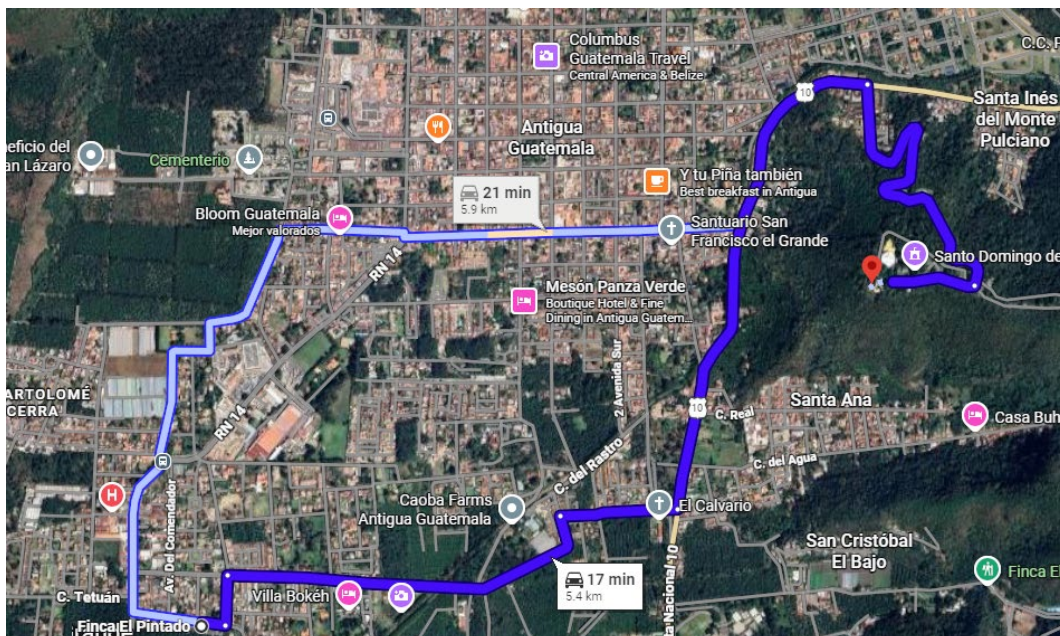


*Indicative driving route; from hotel to Finca El Pintado*

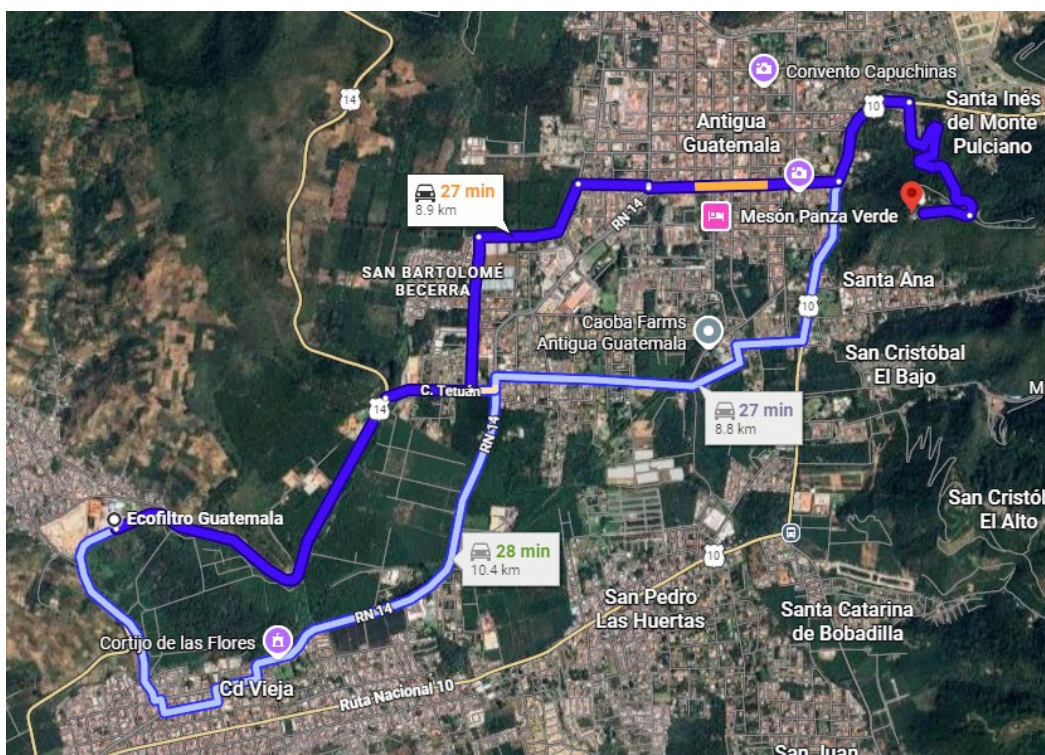


*Indicative driving route; from hotel to Ecofiltro*

## Bus route: Finca El Pintado and Ecofiltro to El Tenedor del Cerro



*Indicative driving route; from Finca El Pintado to El Tenedor del Cerro*



*Indicative driving route; from Ecofiltro to El Tenedor del Cerro.*

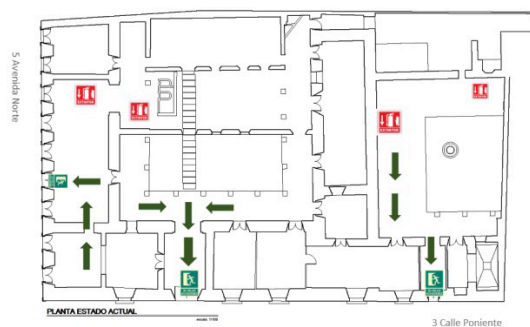
## Walking route: Hotel Casa Santo Domingo to Casa Troccoli



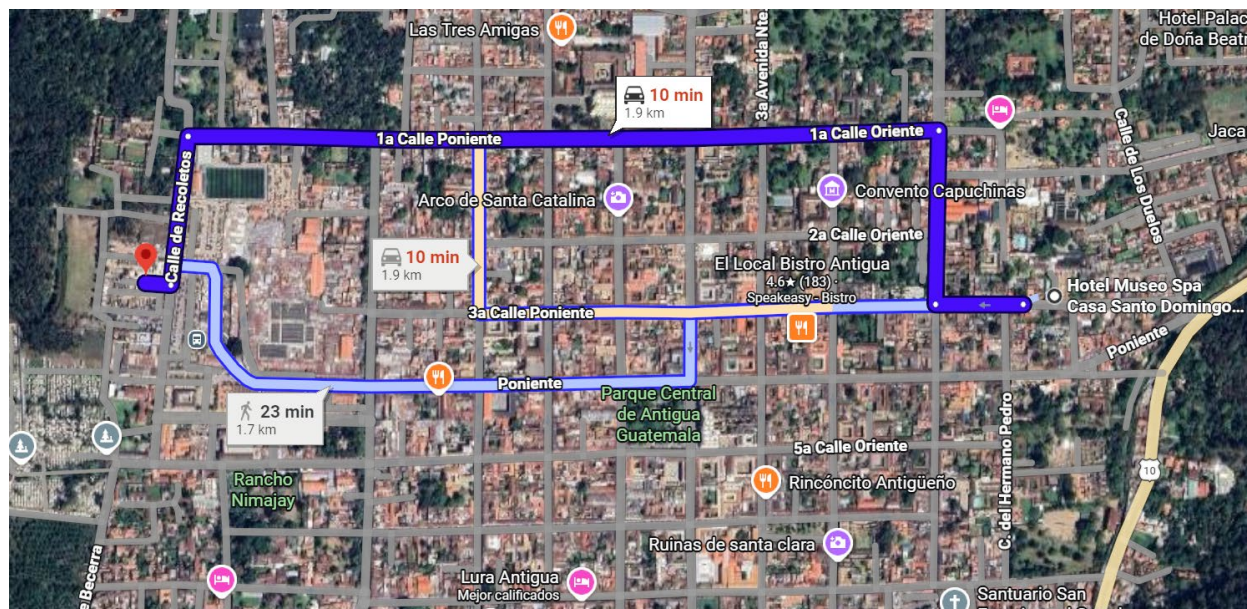
Indicative route of approximately 1 km.



### 9. Plano con Ruta de Evacuación

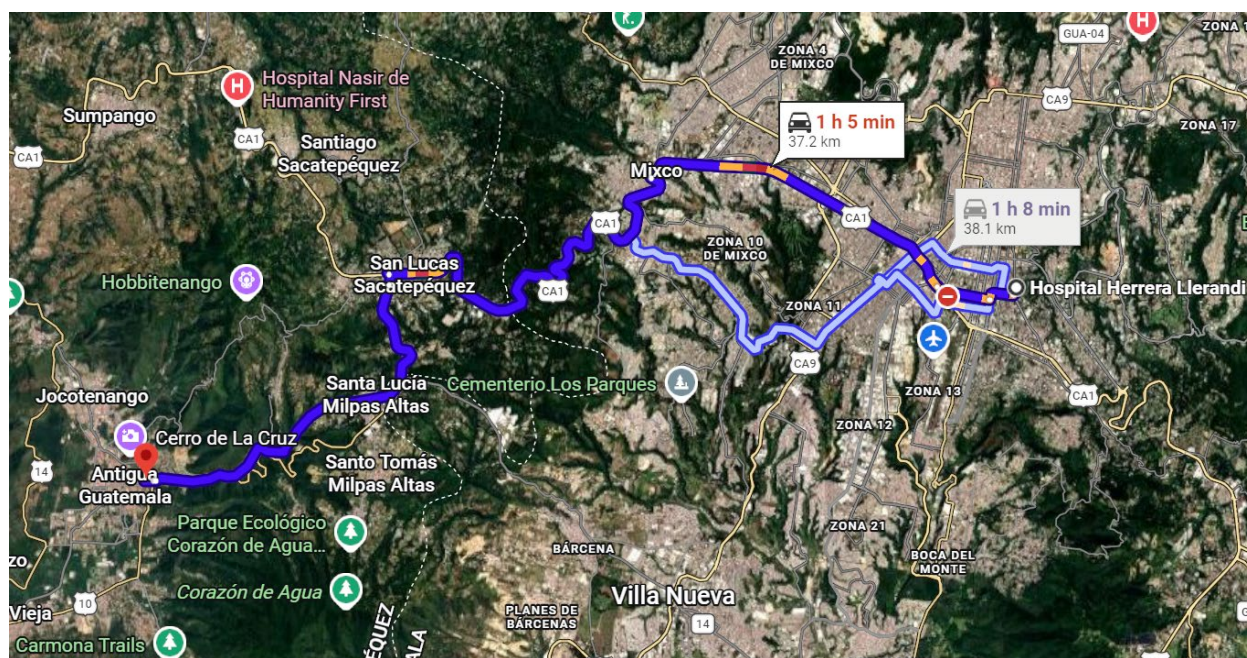


## Car or ambulance route: Hospital Privado Hermano Pedro Antigua Guatemala



Indicative route of approximately 2 km.

## Car or ambulance route: Hospital Herrera Llerandi, Ciudad Guatemala



Indicative route of approximately 40 km.