

## Quito Airport Guide for the Team leader

Once you arrive at the gate, you will exit the jet way on to a walk way that leads you to an escalator. Go down the escalator and you will be in the immigration area. **It is best to plan on splitting up the team into different immigration lines. This will help get all the team through around the same (maybe). There should be a designated leader in the front of the team and one at the back of the team.**

**You will need to make sure everyone has their passports and immigration document filled out before they reach the immigration officer's station.**

The immigration officer will take the person's passport and immigration form and process it. We recommend that you speak English if asked any questions. (Make sure you get one copy of the immigration form back with your passport, if you received a two part form).

The custom form will not be needed at the immigration station, but will be needed after you claim your luggage.

The baggage claim is right after the immigration stations.

The team should plan on designating several people to go and get some luggage carts for the team's bags. **The carts are rented for \$1 each (plan on having one dollar bills ready for each cart).** They will find the carts at the baggage carousels. There is a person standing at a podium taking the money and giving a ticket for the cart. There will be a person next to them collecting the cart tickets and giving out the carts. You can get 4-5 bags per cart, depending on the size of the bags.

The rest of the team should identify which carousel their bags will be coming off and begin looking for them. Sometimes they will set bags off to the side of the carousels to make room for more bags, so look for any missing bags around the carousel. You should always keep someone with the carts and have someone else bring bags to them. **Do not leave bags or carry-on bags unattended while you collect your checked bags.**

The team should wait **TOGETHER AS A GROUP** until all the bags have been found and place on the carts before leaving the baggage area.

The next station will be customs, which is just to the right of the carousels. You will need your custom forms to enter this area. There will be a person or two collecting the documents. You just simply hand them the form and continue to walk on to the X-ray machines. Go ahead and split the team up between the two X-ray machines.

You might be approached by a **uniformed** baggage handler at the X-ray machine offering to help you. Go ahead and let him help load the bags onto to the belt to be X-rayed. He will help load them back on to the cart and then pushing them out to the bus for you. **Someone needs to stay with the cart all the way out to the bus and keep an eye on the bags.**

**We recommend that you answer any questions from the custom officers in English. They may ask to open a bag or two. Just let them know that the items are not for sale, but for your team to use or give away.**

You will be going through a sliding door after the X-ray area and **will need your baggage claim tickets** for each checked bag. It is best to get the group through the sliding door and not wait in the X-ray area. It is good for the team to gather once you get through the sliding door and left the X-ray area to give the baggage tickets to the people collecting them. They will want to tear off the tags on each checked bag.

**The easiest way to do this part of the process is to collect all the baggage claim tickets from all your team members ahead of time (perhaps during the long flight to Quito) and have the whole stack of baggage claim tickets ready to hand to the officer collecting the tickets after you pass through the sliding door. This will save time as each team member won't have to search for their baggage claim tickets while you're all standing there waiting to leave.**

We will be waiting in this area for you and will have an Extreme Response sign.

**Information you might need to complete you immigration form.**

You can just write "Quito" in the address line on either form. The following street address can be used if asked "Calle A #12 y Villalengua"

The Extreme Response office phone number is 2253597 if needed.

## GENERAL TRAVEL TIPS for all Team Members

**Travel Documents:** You will need a valid passport good for at least 6 months after your planned return home. **Do not pack your passport in your luggage; you will need it several times during your travel.** More than likely, the country you are visiting will not require you to obtain a visa. Instead, your immigration form will act as your visa. You will need both your passport and the immigration form when you leave the country. *(Your team leader will collect your airline ticket, passport and immigration form upon your arrival to make sure they are safe.)* **Make a copy of your passport to carry with you at all times.**

**Health Considerations:** You will need to check with your local healthcare provider to find out if there are any immunizations required for your destination. Your team coordinator and team host will also assist you in this area. It would be wise to check with your airline carrier to see if immunizations are required to re-enter your home country as well. For individual health concerns, consult your doctor. *(You may wish to check with your local health clinic to see if they administer any, or all, of the needed vaccinations. The cost could be considerably cheaper.)*

- Changes in climate, food and water may cause some digestive upsets. It is recommended that you bring along six pills of Ciprofloxacin, 500 mg. If, and when, diarrhea starts you should begin taking Ciprofloxacin (one pill every 12 hours) and notify your team leader. Some people recommend taking acidophilus pills two weeks prior to the trip and continue taking them for the duration. Proflaxis for traveler's diarrhea is not recommended.

*We will take every precaution to help you avoid the risk of exposure to diseases, illnesses or injuries. However, you will be living and working in a third world country and exposure to health risks do exist. We are prepared to transport you to the best medical facilities available if the need should arise. Please alert us prior to your trip if you have any significant health concerns, physical disabilities, drug allergies, food allergies, etc.*

**Luggage:** Each team member should plan to bring no more than two suitcases and one carry-on as well as a purse or camera bag. Your carry-on items must fit under the seat in front of you. No boxes are permitted.

- \* Check with your airline carriers about baggage weight allowance.
- \* All team luggage should have some common identifying mark such as matching luggage tags, ribbons, etc.
- \* Mark each piece of your luggage inside and out with your name, address and telephone number. Use your church or business address for security reasons.
- \* **Do not lock your luggage.**
- \* **Pack a change of clothing in your carry-on in case your luggage is delayed.**
- \* **Do not pack tools in your carry-on.** They may be mistaken for weapons.
- \* **When packing:** Pack your clothing in outfits, mixing your clothing and work or food supplies in each of your suitcases. It is possible that one of your suitcases may be lost or delayed. It is very difficult and somewhat uncomfortable to wear a hammer!
- \* Remember not to pack important documents or any valuables in checked luggage as they are sometimes lost or stolen.
- \* Be sure to double check your airline's luggage and travel requirements prior to packing for the trip!

# **TRAVELING AS A GROUP**

Group travel is much different than traveling alone or as a family. The following information is given to help the seasoned international traveler as well as the novice to have an enjoyable experience traveling as a group.

- \* Listen to your leaders and follow their instructions. They may know something you don't.
- \* Stay together as a group until your leader gives you instructions.
- \* When moving luggage in and out of airports NEVER leave it unattended.
- \* **Be punctual!** If you are asked to meet at a certain time and place, be early so the entire group does not need to wait for you.
- \* Let others know if you must leave the group and where you are going. You don't want to be left behind.
- \* Be responsible for your own carry-on luggage. Do not leave it unattended.
- \* Respect airport security. While checking in at the airline counter and while passing through security do not joke about bombs or terrorist activity. The security officers must investigate these comments.
- \* Throughout your travel be considerate of those around you. Soon after you board the airplane or bus, everyone will know that you are a "Missions Team".
- \* When changing airplanes, meet as a group before proceeding to the next gate. Stay as a group throughout the entire air trip.
- \* When retrieving your luggage, the first group members to the conveyer belt can begin to pull the group luggage and put it in one place while others gather carts where available. Again, watch your luggage at all times.
- \* Do not leave the luggage area until all luggage and team members are accounted for.

Your daily transportation will be provided by rented buses with professional drivers and/or ER-owned vehicles.