

Personal Emergency Action Plan:

Know Where to Go: Where should you go first in an emergency, and what method of transportation will you use to get there?

Be aware of all your emergency transportation options. Know the numbers for the following:

Airport: _____ Bus Station: _____
Train Station: _____ Metro Station: _____
Rent-a-Car: _____ Boat/Ferry/Port Authority: _____

Know Your Emergency Contact Information: In addition to your personal emergency contacts, we also recommend you look up/ask for the numbers for the following individuals and agencies nearest to your study abroad and/or travel location(s): For a list of numbers click here:

http://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf

City/country's 911 equivalent: _____ Local Government/Visa office: _____
Consulate/Embassy: _____ Police: _____
Fire: _____ Hospital: _____
Post Office: _____ Translator Service: _____
Lawyer: _____ Red Cross: _____
24-Hour Assist/Insurance Hotline: _____ Other: _____

Who will you call first, second, third, etc. in an emergency? <http://www.howtocallabroad.com/>

1) Name : _____ Relationship: _____ Number(cell): _____
Number(landline): _____ email: _____
2) Name : _____ Relationship: _____ Number(cell): _____
Number(landline): _____ email: _____
3) Name : _____ Relationship: _____ Number: _____
Number(landline): _____ email: _____

Checklist:

___ notify your emergency contacts and inform them you have identified them as an emergency contact and provide the names and numbers of other contacts specified above.

___ your emergency contacts know your wishes in the event of your serious injury or death

___ identify an alternate plan in case your first option for your emergency plan is unavailable

___ review the State Department Country Reports to be aware of the environment you will be in

<http://travel.state.gov/content/passports/en/country.html>

___ prepare an emergency first aid kit: prescription medication in original bottles, enough prescription meds to last the length of your trip (not all prescription meds may be available in country)

items to consider:

Flashlight, water (or purification tablets), whistle, pocket knife (not on plane), adhesive bandages, elastic bandage (ace-type), antibiotic ointment, gauze pads, first aid tape, scissors (not on plane) (Flashlight, water (or purification tablets), whistle, pocket knife (not on plane), adhesive bandages, elastic bandage (ace-type), antibiotic ointment, gauze pads, first aid tape, sun block, lip ointment, burn cream, copy of passport, aspirin/pain reliever, am/fm radio, map, batteries, insect repellent, rain poncho, prescription/medication, thermal blanket, toilet paper, glasses, contacts/saline solution.

___ have emergency cash reserves, travelers' checks, credit cards, etc. on-hand, in case you can't count on banks/ATMs, or get to a bank/ATM.

Emergency Action Plan (EAP) Steps

Print out the EAP Steps. Attach the appropriate documents and bring necessary items with you. In case of an emergency, follow the EAP Steps.

Documents that should be attached to your EAP:

Items that you should have with you at all times:

1. Copy of Passport and Visa (where applicable)
2. Copy of Emergency Assistance Hotline Information
3. Copy of Insurance Card/Information
4. Copy of Area Maps/Safe Routes
5. Copy of Emergency Card
6. Copy of Communication Sheets
7. Copy of Traveler's Check Receipts
8. Information Release and Approval for Medical Emergency Care Form (contacts & care approval)
9. Special Medical Needs Treatment Information
10. Power of Attorney
11. Copy of Home & International Drivers Licenses

Other Items to have:

1. Communication Device(s)

Cell phone, PDA, Phone, Calling Card (a program Satellite phone may help in remote locations)

2. Funds

Local currency, US currency, Travelers Checks, ATM/Credit Card

3. Emergency/First Aid Kit

Steps to help you stay calm and use your Emergency Action Plan (EAP) more effectively in an emergency:

STEP ONE Remain calm. Take a deep breath. You will need a clear head in order to focus on your next move.

STEP TWO Assess the situation/Get Advice from Program Staff. Identify in what kind of emergency situation you find yourself. Contact program staff for advice. An emergency/crisis can be:

1. Personal: Accident/Injury, Death, Illness, Family Problem, Sexual Assault, Kidnapping, Arrest, etc.
2. Regional: Natural/Environmental Disaster, Civil Unrest, Political Uprising, Terrorist Attack, War Outbreak, etc.

STEP THREE Take Action. Exercise good judgement. Follow your evacuation plan/written instructions/maps you have developed as part of your EAP to help remove you from the emergency and get you to a safer location where you can get help. Remember the alternate transportation options you have available.

STEP FOUR Get in touch. Now that you are in a safer and more stable location, update others about your situation. Using a method of communication at your disposal, get in touch with your emergency contacts so they can help you. Have them assist you in finding what you need (medical care, transport, a lawyer, etc.)

1. Take care of yourself. While you are waiting for your contacts to assist you, or in case you cannot reach anyone to assist you, use your emergency kit. Take out the supplies you need to keep yourself healthy (bandages, food, jacket, radio, etc). You may need additional/continuing medical care and/or personal/psychological counseling.
2. Keep Trying. If you cannot get a hold of anyone to help you (because phone lines are down, you are trapped, etc) don't give up. Try alternate methods of communication and transportation until you are able to reach someone. Sometimes a text message is more likely to go through as it runs on a different network than the voice lines. If you need to move to another location, let others know and leave a written description of where you are going.

STEP FIVE Move to a more permanent location. After you have removed yourself from any immediate threat, regrouped at a safer location, and gotten in touch with your emergency contacts, you may need to move to a more permanent location for treatment/assistance. Consider your transportation options and get yourself to the appropriate location (hospital, police station, embassy/consulate, contact's home, counseling center, etc.)

STEP SIX Stay in touch. Maintain contact and update your emergency contacts on your condition. It would be useful to have a "communication tree" whereby your emergency contacts can collaborate to help you through the emergency situation (you may need to have privacy release forms in place for this to happen).

STEP SEVEN Evaluate and revise your EAP. After the emergency is over, and once your condition has stabilized, evaluate your EAP and use what you've learned to revise it in case of future emergencies