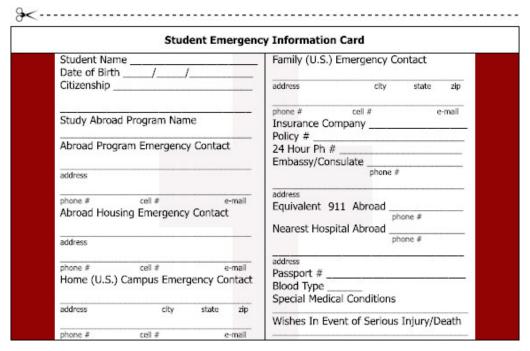
# RAMAPO COLLEGE: INTERNATIONAL EMERGENCY ACTION PLAN (IEAP)

Participating in an international experience can be one of the most rewarding and valuable experiences. The majority of travelers will have a safe and healthy time abroad. However, as in the U.S., there is always the opportunity for both minor and major emergencies. The following are some tips to help you plan in the case of an emergency so you will be able to make your situation as safe as possible.

## Complete and leave a copy of your Emergency Card with your U.S. emergency contacts and your overseas' hosts.

The Emergency Card below is a condensed resource, which includes your most important contact numbers and personal information. Print out this card and fill out the requested names, addresses, phone numbers, and personal information. Make several copies of the completed card and be sure to leave a copy with your U.S. emergency contacts as well as a copy with your overseas' hosts. Also keep one with you at all times. This will help you know who you can contact and let others know how to contact you in the case that you are lost or in danger.



#### Create an International Emergency Action Plan (IEAP).

Regardless of the category of your international program, it is important to create an International Emergency Action Plan (IEAP). You can do so by filling out the template below. An IEAP is a strategy-planning device in the case of an emergency, allowing you to make the best and most knowledgeable answers in the face of an emergency. Print out the completed International Emergency Action Plan below and keep a copy with you at all times.

Know Where to Go			1 0
Where should you go firs	st in an emergency, and what method	of transportation will you use to	o get there?
Be aware of all your eme	ergency transportation options. Know	the numbers for the following:	
Airport:		us Station:	
Train	M	etro Station:	
Station:			<del></del>
Rent-a-Car:		oat/Ferry/Port uthority:	
Know Your Emergency		utiloffity.	
		mmend vou look up/ask for the	numbers for the following individuals and
	study abroad and/or travel location(s)		
City or country's 911 equ	ivalent:	Local Government/V	isa office:
Consulate/Embassy:		Police:	
Fire:		Hospital:	
Post Office:		Translator Service: Red Cross:	
Lawyer: 24-Hour Assist/Insurance	Hotline:	Other:	
Who will you call first, so	econd, third, etc. in an emergency?	ouler.	
1	2	3	
Do your emergency conta	acts have each other's' phone number	rs so they can communicate and	relay information?
The following are some a	alternative ontions for communication	n vou may have available for co	mmunication with your emergency contacts:
•	*	•	, , , , , , , , , , , , , , , , , , , ,
Telephone	E-mail/Internet	PDA/Palm Pilot	Cell Phone/Text Message
Satellite Phone	Post Office/Express Mail Servic	ce Wire Service	Fax
Who would you like thos	se assisting you to contact in the event	t of your illness, injury, incarce	ration, kidnapping, etc?
Do all of your emergency	y contacts know what your wishes are	e in the event of your serious inj	jury or death?
Where does your nearest	emergency contact live, and how fast	t can you get to him/her?	
D - 1 D1 /C 1 - C	1 1°4.°		
<b>Back-up Plan/Special C</b> If the situation does not r	onditions permit you to follow the original emer	rgency plan what is the back-ur	nlan (Plan B)?
			conditions/hazards in your host region, a
personal physical handica	ap, poor public transportation or phon	ne service in your area, etc)?	
Emergency Kit/Money			
Which items do you still	need to add to your emergency first a	aid kit before it is fully stocked	and ready?
Do you have amarganay	cash reserves, travelers' checks, credi	it aards ata on hand in aasa ya	w con't access a honk/ATM9
Do you have emergency	cash reserves, havelers checks, credi	n carus, etc. on-hand in case you	u can i access a Dank/ATIVI!
		t aside, for how many days wou	ald you be able to sustain yourself and what
would you use each day?			

### Support Documents in the Event of a Crisis

Licenses

Please find below a list of suggested documents and items to help you move and act more effectively during an emergency.

#### Documents that should be attached to your IEAP: Items that you should have with you at all times: 1. Copy of Passport and Visa (where 1. Communication Device(s): applicable) Cell phone, PDA, Phone, Calling Card (a 2. Copy of Emergency Assistance Hotline program Satellite phone may help in remote locations) Information (if applicable) 3. Copy of Insurance Card / Plan & Claim 2. Funds: Information Local \$s, US\$, Travelers Checks, ATM/Credit Card 4. Copy of Area Maps/Safe Routes 3. Sample Emergency/First Aid Kit: 5. Copy of Emergency Card Flashlight, water (or purification tablets), 6. Copy of Communication Sheets whistle, pocket knife (not on plane), adhesive 7. Copy of Traveler's Check Receipts (if bandages, elastic bandage (ace-type), applicable) antibiotic ointment, gauze pads, first aid tape, 8. Special Medical Needs Treatment scissors, sun block, lip ointment, burn cream, Information passport, aspirin/pain reliever, am/fm radio, 9. Copy of Home & International Drivers map, batteries, insect repellent, rain poncho,

prescription/medication, thermal blanket, toilet

paper, glasses, contact solution.