

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.

Scissors icon and dashed line indicating where to cut.

Student Emergency Information Card	
Student Name _____	Family (U.S.) Emergency Contact
Date of Birth ____/____/____	address _____ city _____ state _____ zip _____
Citizenship _____	phone # _____ cell # _____ e-mail _____
Study Abroad Program Name _____	Insurance Company _____
Abroad Program Emergency Contact	Policy # _____
address _____	24 Hour Ph # _____
phone # _____ cell # _____ e-mail _____	Embassy/Consulate _____
Abroad Housing Emergency Contact	phone # _____
address _____	address _____
phone # _____ cell # _____ e-mail _____	Equivalent 911 Abroad _____
Home (U.S.) Campus Emergency Contact	phone # _____
address _____ city _____ state _____ zip _____	Nearest Hospital Abroad _____
phone # _____ cell # _____ e-mail _____	phone # _____
	address _____
	Passport # _____
	Blood Type _____
	Special Medical Conditions _____
	Wishes In Event of Serious Injury/Death _____

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

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):

City or 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?

1. _____ 2. _____ 3. _____

Do your emergency contacts have each other's phone numbers so they can communicate and relay information?

The following are some alternative options for communication you may have available for communication with your emergency contacts:

Telephone	E-mail/Internet	PDA/Palm Pilot	Cell Phone/Text Message
Satellite Phone	Post Office/Express Mail Service	Wire Service	Fax

Who would you like those assisting you to contact in the event of your illness, injury, incarceration, kidnapping, etc...?

Do all of your emergency contacts know what your wishes are in the event of your serious injury or death?

Where does your nearest emergency contact live, and how fast can you get to him/her?

Back-up Plan/Special Conditions

If the situation does not permit you to follow the original emergency plan, what is the back-up plan (Plan B)?

Are there other special conditions to consider which are unique to your situation (i.e. weather conditions/hazards in your host region, a personal physical handicap, poor public transportation or phone service in your area, etc...)?

Emergency Kit/Money

Which items do you still need to add to your emergency first aid kit before it is fully stocked and ready?

Do you have emergency cash reserves, travelers' checks, credit cards, etc. on-hand in case you can't access a bank/ATM?

Using the emergency supplies and reserve money you have set aside, for how many days would you be able to sustain yourself and what would you use each day?

Support Documents in the Event of a Crisis

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:
<ol style="list-style-type: none">1. Copy of Passport and Visa (<i>where applicable</i>)2. Copy of Emergency Assistance Hotline Information (<i>if applicable</i>)3. Copy of Insurance Card / Plan & Claim Information4. Copy of Area Maps/Safe Routes5. Copy of Emergency Card6. Copy of Communication Sheets7. Copy of Traveler's Check Receipts (<i>if applicable</i>)8. Special Medical Needs Treatment Information9. Copy of Home & International Drivers Licenses	<ol style="list-style-type: none">1. Communication Device(s): Cell phone, PDA, Phone, Calling Card (a program Satellite phone may help in remote locations)2. Funds: Local \$s, US\$, Travelers Checks, ATM/Credit Card3. Sample Emergency/First Aid Kit: 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, sun block, lip ointment, burn cream, passport, aspirin/pain reliever, am/fm radio, map, batteries, insect repellent, rain poncho, prescription/medication, thermal blanket, toilet paper, glasses, contact solution.