

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: _____
Train Station: _____
Rent-a-Car: _____

Bus Station: _____
Metro Station: _____
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: _____
Consulate/Embassy: _____
Fire: _____
Post Office: _____
Lawyer: _____
24-Hour Assist / Insurance Hotline: _____

Local Government / Visa office: _____
Police: _____
Hospital: _____
Translator Service: _____
Red Cross: _____
Other: _____

Who will you call first, second, third, etc. in an emergency?

1. _____ 2. _____ 3. _____

Do your emergency contacts have each others' phone numbers so they can communicate and relay information about you to each other?

What are some alternate ways of communicating with your emergency contacts?

Emergency Communication Options

The following are some communication options you may have available:

- Telephone
- Cell Phone/Text Message
- Social Media/Facebook/Twitter
- Fax
- Satellite Phone
- E-mail/Internet
- Post Office/Express Mail Service
- Wire Service

Who should 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 any other special conditions to consider which are unique to your situation (i.e. weather conditions/hazards in your region of study/travel, a personal physical handicap, poor public transportation or phone service in your area...)?

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 count on banks/ATMs, or get to 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?

<u>Documents that should be attached to your EAP:</u>	<u>Items that you should have with you at all times:</u>
<ol style="list-style-type: none"> 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 	<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\$, Travellers Checks, ATM/Credit Card 3. 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, contacts/saline solution. <i>(varies by location and personal needs)</i>

<u>Steps to help you stay calm and use your EAP more effectively in an emergency:</u>	
STEP ONE	Remain calm. Take a deep breath. You will need a clear head in order to focus on your next move.
STEP TWO	<p>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:</p> <ol style="list-style-type: none"> 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 judgment. 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	<p>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.)</p> <ol style="list-style-type: none"> 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. 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 (Please provide feedback to the LMU Center for Global Education about how other students might learn from your experience).

Obtained from: The Center for Global Education: An International Resource Center, <http://www.studentsabroad.com/planning.html>

Adapted from the Center for Global Education's [Risk Factors And Strategies To Reduce Risk, Study Abroad Student Handbook](#).