# Emergency Action Plan (EAP) Guide

## Know Where to Go

Where should you go first in an emergency, and what methods of transportation will you use to get there?

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

<table>
<thead>
<tr>
<th>Airport:</th>
<th>Bus Station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train Station:</td>
<td>Metro Station:</td>
</tr>
<tr>
<td>Car Rental:</td>
<td>Boat/Ferry/Port Authority:</td>
</tr>
</tbody>
</table>

## Know Your Emergency Contact Information

In addition to your personal emergency contacts, we also recommend you look up the numbers for the following individuals and agencies nearest to your study abroad and/or travel location(s):

<table>
<thead>
<tr>
<th>City or country’s 911:</th>
<th>Local government office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulate/Embassy:</td>
<td>Police:</td>
</tr>
<tr>
<td>Fire:</td>
<td>Hospital:</td>
</tr>
<tr>
<td>Post Office:</td>
<td>Translator Service:</td>
</tr>
<tr>
<td>Lawyer:</td>
<td>Red Cross:</td>
</tr>
<tr>
<td>24 hours assist/insurance:</td>
<td>Other:</td>
</tr>
</tbody>
</table>

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 about your to each other.
What are some alternate ways of communicating with your emergency contacts?

The following are some communication options you may have available:

- Telephone
- Fax
- Post/Express Mail Service
- Cell phone/text message
- Email/internet
- Wire Service

Who should be the main contact onsite in the event of your illness, injury, etc.?

Where should participants meet in case of an emergency?

Where is your back up location in case the first meeting point is unsafe/inaccessible?

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Back-up Plan/Special Conditions

If the situation does not permit you to follow the original plan, what is the backup plan?

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Are there any other special conditions to consider which are unique to your situation (i.e. weather conditions, hazards in your region of travel, poor public transcription, limited phone service, etc.)?

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Emergency Kit and Money

Make sure you have a stocked emergency/first aid kit.

Suggested items to include: flashlight, whistle, band-aids, antibiotic ointment, aspirin

Do you have emergency cash reserves via multiple means (cash, cards, etc.)?

Using the emergency supplies and money you have set aside, for how many days would you be able to sustain your group? What would you use each day?
Documents that should be attached to your EAP:

1. Copy of your students' and your passports and visa, if applicable
2. Copy of your driver's license
3. Copy of your students' and your insurance card/information
4. Area maps/safety routes
5. Emergency card
6. Communication trees
7. Students' special medical needs information
8. Copy of debit/credit cards