



Preparing an emergency travel plan prior to departure can allow you to travel confidently knowing that even in the event of a crisis you know where to go and how to access assistance. To help with your emergency travel planning and preparation please download this form and complete the information. Carry a hardcopy and email the plan to yourself and save emergency contact information to your cell phone.

Local Emergency Number(s)	Police: Medical: Fire:
Local Hospital Number / Address	Hospital Name: Address: Telephone:
Embassy or Consulate Number / Address	Address: Telephone: Email:
Hotel Number / Address	Hotel Name: Address: Telephone:
Travel Insurance Contact / Policy Number	Provider: Telephone: Policy Number:
Emergency Contact	Telephone:

EMERGENCY PLAN

1. In the event of a crime:

- Notify the local police
- Contact the nearest embassy or consulate
- Follow up with your travel insurance provider, if necessary
- Follow up with your emergency contact

2. In the event of a medical emergency:

- Call the local medical emergency number and/or a hospital
- Contact your travel insurance provider
- Follow up with your emergency contact

3. In the event of a security emergency:

- Assess your surroundings and, if you are in a secure location, shelter in place.
- If your location is not secure, assess your surroundings and evacuate the area when possible.
- If you are injured, call the local medical emergency number and/or a hospital
- Contact your travel insurance provider
- Contact the nearest embassy or consulate
- Follow up with your emergency contact

4. In the event of a natural disaster:

- Assess your surroundings and, if you are in a secure location, shelter in place.
- If your location is not stable or secure, relocate if it is safe to do so.
- If you are injured, call the local medical emergency number and/or a hospital
- Contact your travel insurance provider
- Contact the nearest embassy or consulate
- Follow up with your emergency contact

SECURITY / SAFETY RECOMMENDATIONS

- Do not share information such as full name, contact information, itinerary information and accommodation details unless absolutely necessary.
- If possible, program the above numbers into a mobile phone.
- Understand how to dial emergency numbers, local numbers and internationally from landlines and mobile phones in your travel destination.
- Learn how to ask for the police, a hospital or other assistance in the local language.
- Keep photocopies of all important travel documents, such as passports, visas and travel insurance information, in a secure location and with your trusted emergency contact at home.
- If traveling alone, establish a daily check-in with your trusted emergency contact.
- If traveling with others, discuss your personal emergency plans and establish a rally point should your party become separated without means of communication.
- Maintain vigilance and keep a low profile at all times.
- Use trusted forms of transportation at all times.

NOTES: