



Emergency Travel Plan Form

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 personal emergency travel planning and preparation please complete this form. Save the emergency contact details to your cell phone, email the completed form to yourself and a trusted contact at home, and carry a hardcopy.

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

Emergency Plan

1. In the event of a crime:

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

2. In the event of a medical emergency:

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

3. In the event of a security emergency:

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

4. In the event of a natural disaster:

- a. Assess your surroundings and, if you are in a secure location, shelter in place.
- b. If your location is not stable or secure, relocate if it is safe to do so.
- c. If you are injured, call the local medical emergency number and/or a hospital.
- d. Contact your travel insurance provider.
- e. Contact the nearest embassy or consulate.
- f. 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 all of emergency contact information you completed on the above form into your cell phone.
- Understand how to dial emergency numbers, local numbers and internationally from landlines and mobile phones in your travel destination.
- If traveling internationally, 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: