

## Personal Emergency Action Plan (EAP)

Creating an EAP can help you be prepared for an emergency. If necessary, ask for help to draw a map, find escape routes, or write emergency preparedness directions/steps. Try to complete all the information requested below and store this form in a safe but accessible place.

### KNOW WHERE TO GO

In case of an emergency, know where to go. Be aware of all your emergency transportation options. Know the numbers for the following:

Airport: _____	Metro Station: _____
Boat/Ferry/Port Authority: _____	Rent-a-Car: _____
Bus Station: _____	Train Station: _____

### KNOW YOUR EMERGENCY CONTACT INFORMATION

In addition to the personal emergency contacts listed on the Travel Study Emergency Contact Form, we recommend that you record the numbers for the following individuals and agencies nearest to your study abroad and/or travel location(s):

24-Hour Assist/Insurance Hotline: _____	Police: _____
City or Country's 911 equivalent: _____	Post Office: _____
Consulate/Embassy: _____	Red Cross: _____
Fire: _____	Translator Service: _____
Hospital: _____	U.S. Department of State: _____
Lawyer: _____	Other: _____
Local Government/Visa office: _____	_____

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

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

1. _____	2. _____	3. _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 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)?

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### FIRST-AID EMERGENCY KIT/MONEY

Consider packing a Medical Kit. Consider adding the following items: flash-light, water (or purification tablets), scissors or pocket knife (not on plane), map, batteries, rain poncho, toilet paper, glasses, and contacts/saline solution. (First-aid kits are available from the local American Red Cross or at drug stores.)

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Do you have emergency cash reserves of credit cards on-hand, in case you cannot access a bank of ATM for a short time?

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