



Emergency Plan for International Travel Registration

Should an emergency occur, it is critical to have an emergency plan in place. This checklist is a tool for university faculty, staff, and students to identify and assess risk and prepare to respond to an emergency. The international location, type of activity, number of participants, modes of transportation, available medical infrastructure, etc., will determine the level of planning needed.

Complete this Emergency Plan, share with your emergency contacts, and - if this is a group - distribute to all travelers prior to departure.

- Completed by: _____
- For travel to: _____
- Reason for travel (conference, research, etc.): _____
- Dates of travel: _____

Communication Plan

Communicating quickly with your on-site support (and/or group) and appropriate emergency response teams is a critical component of effectively addressing an emergency. Ensure that all travelers have the following tools and necessary contact information in case of emergency:

Contact Type	Name & Contact Number
Group Leader(s)	
On-Site Emergency Contacts (include name of contact, phone number, and affiliated organization as appropriate)	
Nearest U.S. Consulate/Embassy (depending on itinerary, may need to include multiple consulates/embassies)	
911 Equivalent	



International SOS member ID: 11BCAS000006	+1+215-942-8478
CU Boulder Education Abroad	+1-303-492-7741 (regular office hours) +1-303-653-1671 (after-hours emergency number)
Name & contact info for other travelers (if applicable)	

Recommended communication plan guidelines:

- All travelers must have a working cell phone that is able to make and receive texts/calls without internet access. See the [Cell Phones Abroad](#) page for recommendations on how to maintain service while abroad.
- Keep your cell phone charged and turned on at all times.
- If traveling to a remote area without reliable cell coverage, a back-up means of communication should be available (such as a satellite phone).

In an emergency you should call:

1. If you are experiencing a life-threatening emergency, **immediately contact the local police or medical emergency services** in your host country.
2. In all other emergencies, **contact the on-site support staff**, who are in the best position to assist you.
3. In the event you cannot reach your on-site support staff, contact International SOS and **CU Boulder Education Abroad**.
4. **Contact your emergency contacts in the U.S.** While your instinct may be to call your family/friends first, in an actual emergency they should be the last people you contact. This is because they may be thousands of miles away and not in an immediate position to be able to help. Contact on-site staff or local authorities first to get the quickest assistance.

Emergency Response Plan

Emergency Response Plans will vary depending on the nature of your travel and potential emergencies. Develop an emergency response plan specific to your itinerary for scenarios such as hospitalization, being the victim of a crime, mental health crisis, quarantine, civil unrest, incidents related to ground, air, or water transportation disruptions, adverse weather conditions,

natural disasters, etc. Even if a specific emergency is unlikely, it is important to develop a plan so you're prepared should the emergency occur.

Reference Education Abroad's [Travel Health & Safety Resources page](#) for additional resources.

Local Hospitals / Resources for Medical Care / Mental Health

List at least 1 local hospital, including phone number and address for each city you will based in where you know you'll be able to get appropriate emergency medical care.

Law Enforcement / Resources if victim of a crime

Establish a response protocol in the scenario that a participant is the victim of a crime, missing, etc. Include response protocols for each city where you will be based.

Itinerary Changes Due to Security Concerns or Transportation Disruptions

Establish a protocol for monitoring on-site conditions, and what triggers would necessitate a reevaluation of the program itinerary.

Evacuation Plan

Establish a primary and secondary evacuation point for each city you will based in that will be familiar to all participants and list them here.

For Groups Only: Contingency Plan in Case Group Leader is Incapacitated

Establish a response protocol for if the Group Leader is no longer able to lead the program (e.g. due to illness, injury, death, etc.)