

PERSONAL EMERGENCY ACTION PLAN (EAP)

04-15-03

Knowing the answers to the questions found below can be a good first step in helping to keep yourself safer in an emergency by creating a personal EAP. If you need help drawing a map, finding escape routes or writing emergency preparedness directions/steps, consider asking yourself the following series of questions. You should really try to include answers to all of these questions in your personal EAP:

Know Where to Go

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

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

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

Know Your Emergency Contact Information

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

City or country's 911 equivalent: _____	Local Government/Visa office: _____
Consulate/Embassy: _____	Police: _____
Fire: _____	Hospital: _____
Post Office: _____	Translator service: _____
Lawyer: _____	Red Cross: _____
24-Hour Assist/Insurance Hotline: _____	Other: _____

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

1. _____ 2. _____ 3. _____

Do your emergency contacts have each others' phone numbers so they can communicate and relay information about you 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	Cell Phone/Text Message
Satellite Phone	Fax
E-mail/Internet	PDA/Palm Pilot
Post Office/Express Mail Service	Wire Service

Who would you like those assisting you to contact in the event of your illness, injury, incarceration, kidnapping, etc...?

Do all of your emergency contacts know what your wishes are in the event of your serious injury or death?

Where does your nearest emergency contact live, and how fast can you get to him/her?

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*)?

Are there any other special conditions to consider which are unique to your situation (i.e. weather conditions/hazards in your region of study/travel, a personal physical handicap, poor public transportation or phone service in your area...)?

Emergency Kit/Money

Which items do you still need to add to your emergency first aid kit before it is fully stocked and ready?

Do you have emergency cash reserves, travelers' checks, credit cards, etc. on-hand, in case you can't count on banks/ATMs, or get to a bank/ATM?

Using the emergency supplies and reserve money you have set aside, for how many days would you be able to sustain yourself, and what would you use each day?
