

Sample Information to include in an emergency / contingency plan:

Emergency Contact Information

- Trip Leader contact information:
- Local Ambulance phone:
- Fire Department phone: Local Police phone:
- Local Hospital (name/address/phone):
- Local medical facilities (name/address/phone):
- Local Crisis Center – mental health (name/address/phone):
- Link to travel facts for location(s) abroad:
- Link to State Department information for location(s) abroad:
- Local Consulate Contact Information:
- Vendor phone/email (if applicable):
- Other contact information:

Contingency Plan - sample language is below:

Trip Leader(s) (_____ name) will have a mobile phone with international calling capabilities, allowing us to have the capability to place local calls and, in emergencies, calls to the United States. It is assumed, and will be strictly reinforced, that all participants are constantly accompanied by at least one other participant. If we become separated in an emergency we will call (phone #) _____ / meet at (location) _____, etc. If the trip leader is unable to continue the program and you do not have on-ground support, please provide the name and contact person that will take the place of the trip leader _____.

The trip leader should address State Department safety and security. Every city/country has safety and security that is specific to their area. To learn more, go to: <https://travel.state.gov/content/travel/en.html>, "Learn about your destination" and type in the country/areas that you plan to visit. Then select safety & security.

Additional sample information on emergencies, insurance, faq's and travel resources can be found on: abroad.calpoly.edu, under "International Travel."