

Emergency Communications Plan

Know how to get local alerts, warnings or emergency updates while at your destination

In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. Download, enroll and search diverse information sources.

ISOS Assistance App	http://www.utdallas.edu/rs/isos/
U.S. Department of State STEP	https://step.state.gov/step/
Local Alert Source	http://travel.state.gov/content/passports/english/country.html
Host Program Alert Source	
Local TV News station	
Local Radio News station	

Know how to get emergency assistance abroad

Emergencies can happen at any time, determine who you will call first, second, third, etc. Search and note down the local and host numbers:

ISOS Phone number	a. Philadelphia: 1.215.942.8478, Sydney: 61.2.9372.2468, Singapore: 65.6338.7800, London: 44.0.20.8762.8008. b. Identify yourself as a UT Dallas faculty, staff or student member (Member #11BSGC000037)	
Local number equivalent to 911	http://travel.state.gov/content/passports/english/country.html	
U.S. Citizens Dep of State emergency number	From Overseas +1 202-501-4444. From Canada 1-888-407-4747	
U.S. Citizens missing abroad	1-888-407-4747, family members can call this number to inquire on the traveler	
Host Program Emergency number		

Know how to get in touch with your school and group network

Your unique travel situation may provide all or some of the following contacts. Obtain and note their numbers down.

Supervisor / RUO emergency number	
Academic Department Contact emergency number	
Host Program Emergency number	
Group leader name and number	
Group members names and numbers	

Know who your emergency contacts are back at home

Determine who you want to be contacted in the event of your illness, injury, incarceration, kidnapping, death, etc.

Name _____	Relation _____
Day phone _____	Night phone _____
Name _____	Relation _____
Day phone _____	Night phone _____

- Determine if all your emergency contacts know what your wishes are in the event of your serious injury or death.
- Ensure your emergency contacts can get in touch with each other and with key contacts, such as your supervisor, RUO or academic department contact, and International SOS.
- Ensure your emergency contacts have your trip and activities itinerary.

Mass Care Shelter

Take your Emergency Supply Kit with you. The shelter may offer some supplies, however make sure you take it with you so you have what you require. Cooperate with shelter managers and others assisting them. This will help avoid conflicts and reduce stress for all involved

Sheltering in Place

Whether you are at home, work, school or elsewhere, there may be situations when it is simply best to stay where you are and avoid any uncertainty outside. Be informed on what is the plan to shelter in place for different types of hazards, such as: Natural Disasters, Technological & Accidental Hazards, Terrorist Hazards, Pandemics, Home Fires.

Commuting Emergency Plan

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave. Determine locations to meet with others in your group both within and outside your immediate neighborhood. Choose several destinations in different directions so you have options in an emergency.

Location 1

Address _____

Route _____

Location 2

Address _____

Route _____

Location 3

Address _____

Route _____

Become familiar with alternate routes and other means of transportation out of your area (bus, train, ferry, etc.).

Mode _____	Line _____	Stop _____	Fare \$ _____
Mode _____	Line _____	Stop _____	Fare \$ _____
Mode _____	Line _____	Stop _____	Fare \$ _____
Mode _____	Line _____	Stop _____	Fare \$ _____

Other transportation options:

	Phone number	Notes
Local Taxi Company		
Commuter Rail		
Local Bus Line		
Other		
Other		

Links to local traffic and transportation information

	Notes
Local link 1 _____	
Local link 2 _____	
Local link 3 _____	

Emergency Supply Kit

Items to consider adding to an Emergency Supply Kit

- Prescription medication and glasses
- Important documents in a waterproof portable container, such as copies of
 - passport, visa, ID, credit cards
 - Prescriptions, including notes in letterhead of the prescribing physician for controlled substances and injectable medications
 - Your emergency action plan
 - Your list of emergency contacts and their contact information
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book
- Sleeping bag or warm blanket
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you are in a cold weather climate.
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Paper and pencil

Sources used to create this PEAP template

- <http://studentsabroad.com/handbook/personal-emergency-action-plan.php?country=general>
- <http://www.ready.gov/make-a-plan>
- <http://travel.state.gov/content/passports/english/go.html>