Emergency Action Plan (EAP)

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# It is impossible to know which of the many possible emergencies you, as a study abroad program leader, may face in any given moment. Consequently, it is impossible to develop one single course of action that would be appropriate in every circumstance. Using this template to build your emergency action plan will allow you to become familiar with the resources and services that exist in your host city and country and help you and the students have a course of action to follow in the unlikely event of an emergency.

# Program Information

**Program Name**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Leader Name** | **Email** | **Phone** | **Other Contact info** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Other contact info: share info such as WhatsApp, number at accommodations, etc. as available

**Group method of communication** (cell phone, text message, messaging app, etc.):

**Alternative Methods of Communication:**

# Onsite Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Onsite Support Contact Name** | **Email** | **Phone** | **Other Contact info** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Include the numbers and other contact info for all of the local on-site support and any other local contact who can assist in a crisis.

Primary emergency medical and security assistance contact info:

|  |  |  |  |
| --- | --- | --- | --- |
| **Support Type** | **Name** | **Phone** | **Address** |
| Local 911 equivalent | Police |  | n/a |
| Other emergency services | Ambulance |  | n/a |
| Other emergency services | Fire |  | n/a |
| GeoBlue | GeoBlue | +1.610.254.8771 (collect) | [globalhealth@geo-blue.com](mailto:globalhealth@geo-blue.com) |
| Hospital |  |  |  |
| Medical Clinic |  |  |  |

* 911 information available from the [U.S. Department of State – 911 Abroad](https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf)

U.S. Government Resources

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Phone** | **Email** | **Other Contact info** |
| Embassy |  |  |  |  |
| Consulate |  |  |  |  |
|  |  |  |  |  |

* Information available online: [U.S. Embassies & Consulates](https://www.usembassy.gov/)

Emergency Meeting Points

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Location Name** | **Address** | **Phone** | **Transport Info** |
| Meeting Point 1 |  |  |  |  |
| Meeting Point 2 |  |  |  |  |

* Identify locations where students should gather in the event of an emergency. When establishing a meeting point, make sure that the location is safe after dark. Also remember that public transportation may not be available during an emergency and should be accessible without public transportation.

Identifying Risks Specific to Program Location

Consult resources to identify risks that are common in your program location.

* [U.S. Department of State](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html)
* [Centers for Disease Control and Prevention](https://wwwnc.cdc.gov/travel/)

### Natural Phenomena

|  |  |
| --- | --- |
| Risk/Issue | Suggested Actions |
|  |  |
|  |  |
|  |  |
|  |  |

### Safety and Security Issues

|  |  |
| --- | --- |
| Risk/Issue | Suggested Actions |
|  |  |
|  |  |
|  |  |
|  |  |

Emergency Protocols for Specific Situations (as necessary)

Describe any specific protocols or steps to take in response to a situation.