



Your name:

Program Leader's name:

Location (which location does this ESP apply to):

Emergency Safety Plan (ESP)

Gathering this information will require that you do research prior to departure. All of the information required below can be found through internet searches, asking your program leader, reaching out to fellow program participants, and careful research into your destination and program. It is your responsibility to find the information below. Consider this your personal emergency safety plan and a listing of information that will help you stay safe while abroad. Do not assume that you will be able to gather this information after an emergency has occurred. You should prepare an ESP for each destination you will be visiting.

The best prevention is preparation.

What are two "safe" places you might go in a crisis? Keep in mind, depending on the crisis; this may not be the safest place to go (Consider places like your hotel, a local police station, your embassy, the main train station, the local university, local business, etc. Using the Google map listed on your program page and the "country showcase" at www.studyabroad.ucf.edu would be helpful)

#1 Name of place:

Address:

Phone number:

What is the nearest public transportation stop?

What if your first location is not the safest place to go?

#2 Name of place:

Address:

Phone number:

What is the nearest public transportation stop?

Emergency Contact Phone numbers: (Some of these numbers you will be able to find on the State Department Website, www.travel.state.gov . Remember to include country and area code when necessary. Websites like www.howtocallabroad.com can help you determine international calling instructions.)

Family in the US:

Local Hospital:

City or country's 911:

Hotel/ Apartment/ Dorm front desk:

Consulate/Embassy:

Program Leader:

Fire:

UCF Office of International Studies:

Police:

Health/Travel Insurance:

Credit card company #1:

Credit card company #2:

Don't forget about alternative communication options you may have:

E-mail; Fax; Post Office; Wire Service; Pay-phone; Write on hotel window

Transportation options available in this location:

Airport	Bus	Rental Car	Other _____
Train	Metro/subway	Taxi	Other _____

Names of people traveling with you and ways to contact them: (Will these people be bringing their phones? Which email address will they be checking? Do they have a Skype or Tango account?)

Fellow participant: Contact info:

Fellow participant: Contact info:

Fellow participant: Contact info:

Who will you call first and second in an emergency to let people know about your wellbeing and location? How will you contact them?

Name: Contact info:

Name: Contact info:

What are 3 email addresses you can send information to about your status?

1. 2. 3.

Do your emergency contacts have each other's' phone numbers so they can communicate and relay information about you? (If they do not then they should)

Yes No

Do all of your emergency contacts know what your wishes are in the event of your serious injury or death? (If they do not then they should)

Yes No

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

Name: Contact info:

Name: Contact info:

Do you have emergency cash reserves, travelers' checks, credit cards, etc. on-hand, in case you can't count on banks/ATMs? (If not then you should consider doing so)

Yes No

Review the region's recent history and identify potential safety concerns, hazards and emergencies then take notes below. (<http://travel.state.gov> >> "International Travel">>"Select a Country or Area" is one good resource for this type of information)

Documents that should be attached to your ESP before you travel (not required for orientation):

- Copy of Passport & Visa (where applicable)
- Copy of local transportation map
- Copy of Home & International Driver's licenses
- Copy of area maps with hotel, embassy, major points of interest, airport, train station, etc. clearly marked
- Copy of Insurance Card
- Copy of Special Medical Needs Information
- Copy of program itinerary

How to use the ESP effectively:

Step one: Remain Calm. *(Keep in mind, sometimes a situation will call for you to react immediately and remove yourself from the situation)*

Step two: Assess the situation/ Get advice from program staff.

Step three: Take action. Exercise good judgment. Follow your evacuation plan/written instructions/maps to help remove you from the emergency and get you to a safer location where you can get help. Think about alternate forms of transportation available to you.

Step four: Get in touch. Now that you are in a safer location, update others about your situation. Using a method of communication at your disposal, get in touch with your emergency contacts so they can help you. If at first you don't get through, continue to take care of yourself and try again.

Step five: Move to a more permanent location. You may want to move to a more permanent location for treatment/ assistance. Consider your transportation options and get yourself to the appropriate location. (Hospital, police station, embassy, contact's home, counseling center, etc)

Step six: Stay in touch. Maintain contact and update your emergency contacts on your condition and location.

Being aware of yourself is just as important as being aware of your surroundings.