



Cornell University

Your 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 Off-Campus Activity Leader, talking to fellow program participants, and careful research into your destination. It is your responsibility to find the information below. Consider this your *personal* ESP 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 and bring a copy.

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 google maps, travel.state.gov and city specific websites may be useful.)

#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:

City or country's 911:

Consulate/Embassy:

Fire:

Police:

Credit card company:

Hotel/ Apartment/ Dorm front desk:

Off-Campus Activity Leader:

International Health & Safety:

Cornell Police Department:

Health/Travel Insurance:

Local Hospital:



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

E-mail Travel Assistance Provider Post Office Pay-phone Write on hotel window

Transportation options available in this location (circle those available to you and research how to use them):

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, WhatsApp, WeChat account?)

Fellow traveler: Contact info:

Fellow traveler: 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? (consider that your loved ones and Cornell will know if there is a large scale emergency and be worried about you)

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

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. How can you mitigate those risks? (<http://travel.state.gov> >> "International Travel">>"Learn about your destination" is one good resource for this type of information)

Documents that should be attached to your ESP before you travel:

- Copy of Passport & Visa (where applicable)
- Copy of local transportation map
- Copy of Home &/or 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 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 local authorities.

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.