

Emergency Action Plan

Description:

Creating a thorough Emergency Action Plan (EAP) for travel abroad is a standard practice in the field of international education. It combines all critical contact information in one document, as well as enumerating the concrete steps to take in case of an emergency.

Instructions:

On the first page of the EAP, include the steps to be followed in case of an emergency. **Below you will find steps that should be included**; choose the appropriate order for your trip, and copy and paste them onto the first page of the EAP:

- Contact local emergency services as required. NOTE: unless the emergency is sexual assault. If sexual assault, contact the U.S. Embassy Sexual Assault team. Refer to [this document](#) for in-country emergency numbers!
- In the event of an emergency, first contact your trip leader and they will initiate the communication with your emergency contact.
- In the event of a medical emergency, contact (with the help of your trip leader) your international health insurance provider. Each Common Ground International participant must contact [iNext](#) at this number: 855.578.6398
- This is used for health issues, medical emergencies, or in the event of evacuations for medical, natural disasters and political/security emergencies. **Insurer if not iNext** – Name: _____; Number: _____
- If you are a university student, contact your emergency contact at the university – e.g. department chair, program director, program coordinator, etc. Name: _____ Number: _____
- Ask your emergency contact to contact the US office of Common Ground International or do so yourself. Calling 303-684-5557
- If you require general advice on medical providers, country specific risks, or other issues, refer to this [Immersion Emergency document](#) to get specific contact information.

On the second page of the EAP, complete all blank fields with easy-to-use contact information, including full names, physical addresses, phone numbers, etc.

Considerations:

- Is your plan easy to read and understand, especially during a stressful situation?
- Are communications available throughout the duration of your program?
 - a) If not, identify when communications are unavailable and corresponding actions.

NOTE: Delete this instructional page from your final EAP.
Your EAP should be no more than two pages, front and back.

Emergency Action Plan

Traveler Name:

Program Dates:

(Please see page 1 for steps that must be included below.)

1: Ensure your safety.

2: Assess the situation and any threats or dangers it poses to you.

- What specific threats or danger do you face?
- What immediate steps can and should be taken to reduce harm, danger, or threat level?
- Are you safer staying where you are? If not, then where?

3: _____

4: _____

5: _____

6: _____

7: _____

8: _____

9: _____

10: _____

11: _____

12: _____

Emergency Action Plan

Name: [Your name here]

In-Country cell: [phone number here]

Transit number: [phone number here]

9-1-1 Equivalent:

- Nicaragua Police: 118, Nicaragua Fire: 115, Nicaragua Red Cross: 128
- Costa Rica: 911

Local Consular Services:

- Nicaragua US Embassy: Carretera. Panamericana, Managua, Nicaragua, +505 2252 7100
- Costa Rica US Embassy: Vía 104, Calle 98 San José Costa Rica +506 2519-2000

Local police departments:

Granada, Nicaragua: +505 2552-2977, Calle Inmaculada y Avenida 17 de julio

Santo Domingo, Costa Rica: +506 2244-0114
Avenida 13 y Calle 2 Félix A Montero

Local fire departments:

Granada, Nicaragua: +505 2552 8014 –
Contiguo a la Casa Comunal

Santo Domingo, Costa Rica: +506 2244 0158 –
Avenida 1 y Calle 1 Ignacio Bolaños

Itinerary Outline (Date & Location):

[Jan 27 – Feb 10, 2018 [Granada, Nicaragua]

[Feb 10 – 24, 2018 [Santo Domingo, Costa Rica]

Local Partner and In-Country Contacts:

Nicaragua:

- Rory Foster:
 - iMessage/What's App: +1 303 638-9471
 - Local Cell: +505 877-0748
- Leslie Foster:
 - iMessage/What's App: +1 303 638-9270
 - Local Cell: +505 877-0164
- Karel Chavarría:
 - What's App: +505 7731-6627
 - Local Cell: +505 7731-6627

Costa Rica:

- Rory Foster:
 - iMessage/What's App: +1 303 638-9471
 - Local Cell: +506 8439-7723
- Leslie Foster:
 - iMessage/What's App: +1 303 638-9471
 - Local Cell: +506 8475-6463
- Daniela León:
 - iMessage/What's App: +506 8326-9371
 - Local Cell: +506 8326-9371

Hospitals and Doctor Clinics:

[Granada, Nicaragua]

Hospital Metropolitano Vivian Pellas, 78 Calle Sureste, Managua, Nicaragua +505 2255-6900

[Santo Domingo, Heredia]

Clinica Biblica Hospital, Avenida 14 San José Costa Rica +506 2522-1000

Accommodation (Name, Address, and Phone):

[Granada, Nicaragua]

[Host Family - TBD]

[Santo Domingo, Heredia]

[Host Family - TBD]

Two emergency meeting places:

[Granada, Nicaragua]

[Language School & Parque Central]

[Santo Domingo, Costa Rica]

[Language School & Parque Central]

Emergency Action Plan