

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.
- Contact your Common Ground International trip leader.
- In the event of a medical emergency, contact your international health insurance provider. Each Common Ground traveler must contact CIEE 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: _____
- Contact your emergency contact at the university – e.g. department chair, program director, program coordinator, etc. Name: _____ Number: _____
- Ask your university emergency contact to contact the Office of Global Education or Study Abroad Office or do so yourself. Calling order: Name & Number: _____, Name & Number: _____, Name & Number: _____
- If you are unable to reach anyone at the university or need further assistance, call your university police department: Number: _____

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:

- Ecuador Police: 112
- Costa Rica: 911

Local Consular Services:

U.S. Embassy Quito

Ave. Avigiras E12-170 y Ave. Eloy Alfaro (next to SOLCA)

Quito, Ecuador +593-2-398-5000

Costa Rica US Embassy: Vía 104, Calle 98 San José Costa Rica +506 2519-2000

Local police departments:

Cuenca, Ecuador: +593 99 816 9427, Mariano Cuevas S, 9 de Octubre N

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

Local fire departments:

Cuenca, Ecuador: +593 7 407 8605 – Avenida de las Américas y Miguel Heredia

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

Local Partner and In-Country Contacts:

Ecuador:

- Rory Foster:
 - What's App: +1 303 638-9471
- Leslie Foster:
 - What's App: +1 303 638-9270
- Anita Amauta:
 - What's App: +593 98-483-0725

Costa Rica:

- Rory Foster:
 - What's App: +1 303 638-9471
- Leslie Foster:
 - What's App: +1 303 638-9471
- Daniela León:
 - iMessage/What's App: +506 8326-9371

Hospitals and Doctor Clinics:

[Cuenca, Ecuador]

Hospital Monte Sinai, Miguel Cordero Dávila 6-111

[Santo Domingo, Heredia]

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

Accommodation (Name, Address, and Phone):

[Cuenca, Ecuador]

[Host Family - TBD]

[Santo Domingo, Heredia]

[Host Family - TBD]

Two emergency meeting places:

[Cuenca, Ecuador]

[Language School & Parque Central]

[Santo Domingo, Costa Rica]

[Language School & Parque Central]