

Education Abroad Emergency/Crisis Checklist

If called or contacted regarding an Education Abroad Emergency or Crisis this checklist can assist in getting the necessary information for planning and responding to the situation.

Date/time of contact: _____

Who is calling (ask for spelling): _____

Phone number of initial contact: _____

Phone number for overseas contact: _____

Location abroad: _____

Initial notes on situation (Who, What, Where, When, How):

Who is involved?

What is happening?

Where is it happening?

When did it happen?

How it has occurred?

Are there religious or other considerations to be made in this situation?

Next Steps:

___ Give caller overseas something to do especially if caller is a student who is panicked (have the person write down all details of incident – if practical)

___ Contact someone to help in the situation. Who did you call? _____

___ Begin emergency protocol – who on campus needs to know first? _____

___ Call insurance provider to find out coverage options:

ISIC Emergency 24 hour hotline: 1-877-243-4135 within US and 240-330-1529 from outside the US

___ Contact American Embassy – depending on situation

Items for consideration:

___ Who contacts parents, when can they be contacted?

___ Who is with student group? Do you need a back-up for director?

___ Ask group not to facebook, email, etc until contact can be made with family.

___ Call religious leader in local community for advice if necessary.