

EMERGENCY PROTOCOL AND PROCEDURES

For Cornell Trips Abroad

Prior to travel abroad, travelers should have created a local emergency plan and collected information needed to complete the form below. Trip leaders should be fully familiar with the services offered by the University's International Emergency Services vendor. Special situations may require special services not normally provided. Such services may be arranged by the International Advisory and Response Team (ITART) in the event of an emergency. Risk Management and Insurance is the lead unit in arranging for such services. Details may be found online at: www.international.cornell.edu/topic/travel/travel_sos.asp.

If you are involved in any kind of emergency situation while traveling abroad, these guidelines are provided to help you develop your own emergency plan.

MEDICAL EMERGENCIES (ACCIDENT, INJURY, ILLNESS)

1. GET IMMEDIATE MEDICAL ATTENTION (attach additional sheets as needed if traveling to more than one location)

If possible, **call the local emergency number** _____ for emergency response or go directly by private vehicle or other transportation to the nearest medical facility.

Nearest (Western-style) Hospital Name(s): _____

Address: _____

Telephone Number: _____

Directions: _____

2. Once injured person is being cared for, or if you need medical advice prior to transport due to head or back injury, CALL FrontierMEDEX collect at 1-410-453-6330. MEDEX professionals will collect information, analyze your situation, provide medical advice, form an action plan to transfer the injured person if necessary, and provide additional service to assist you. You should have a MEDEX ID card with you at all times when you are traveling.

3. CALL THE CORNELL POLICE AT 607-255-1111 (Know the country's outbound international dialing code).

Try to remain calm. Always inform whomever you are speaking with about the urgency of the situation. Let them know you have contacted local authorities; give ALL details concerning the situation. Inform them that you are a Cornell University student/faculty/staff member. Give your location and the name of the Cornell trip/group.

Serious injuries, serious crime events, deaths, etc. may result in or require 1) notification of parents 2) notification of senior Cornell executives, 3) press releases 4) counseling of students still at Cornell 5) lawsuit against you and the university. If necessary, tell them you want to speak with the Cornell crisis manager (inform them that they have contact information about your trip if there is any confusion about who you are).

The Cornell Police will contact the Cornell crisis manager on duty. The crisis manager will call you back or you will be placed on hold while they connect you. Depending on the time of day in both countries, your wait time may vary. The manager will give you directions on the steps that must be taken.

OTHER EMERGENCIES (CRIME, CIVIL UNREST, ETC.)

CALL THE CORNELL POLICE AT 607-255-1111 (See Directions Above).

Telephone Number for nearest U.S. Embassy: _____

Personal Emergency Plan for Traveling Abroad

Know Where to Go

Where should you go first in an emergency, and what method of transportation will you use to get there?

Be aware of all your emergency transportation options. Know the numbers for the following:

Airport:	_____	Bus Station:	_____
Train Station:	_____	Metro Station:	_____
Rent-a-Car:	_____	Boat/Ferry/Port Authority:	_____

Know Your Emergency Contact Information (and the country's outbound international dialing code)

In addition to your personal emergency contacts, we also recommend you look up/ask for the numbers for the following individuals and agencies nearest to your study abroad and/or travel location(s):

City or country's 911 equivalent:	_____	Local Government/Visa office:	_____
Consulate/Embassy:	_____	Police:	_____
Fire:	_____	Hospital:	_____
Post Office:	_____	Translator Service:	_____
Lawyer:	_____	Red Cross:	_____
24-Hour Assist/Insurance Hotline:	_____	Other:	_____

The following are some communication options you may have available:

Telephone	Cell Phone/Text Message
Satellite Phone	Fax
E-mail/Internet	PDA/Palm Pilot
Post Office/Express Mail Service	Wire Service

Do all of your emergency contacts know what your wishes are in the event of your serious injury or death?

Back-up Plan/Special Conditions

If the situation does not permit you to follow the original emergency plan, what is the back-up plan (Plan B)?

Are there any other special conditions to consider which are unique to your situation (i.e. weather conditions/hazards in your region of study/travel, a personal physical handicap, poor public transportation or phone service in your area)?

Emergency Kit/Money

Which items do you still need to add to your emergency first aid kit before it is fully stocked and ready?

Do you have emergency cash reserves, travelers' checks, credit cards, etc. on-hand, in case you can't count on banks/ATMs, or get to a bank/ATM?

Using the emergency supplies and reserve money you have set aside, for how many days would you be able to sustain yourself, and what would you use each day?

PRINT NAME: _____

SIGNATURE: _____ DATE: _____