



DIVISION OF FINANCE
& ADMINISTRATION
Emergency Management
& Safety Services

TRAVEL EMERGENCY PLAN



Preparing an emergency travel plan prior to departure can allow you to travel confidently knowing that even in the event of a crisis you know where to go and how to access assistance. To help with your emergency travel planning and preparation please download this form and complete the information. Carry a hardcopy, email the plan to yourself, and save emergency contact information to your cell phone.

IMPORTANT NUMBERS

Local Emergency Numbers	Police: Medical: Fire:
Local Hospital Number/Address	Hospital Name: Address: Telephone:
Embassy or Consulate Number/Address (if traveling internationally)	Address: Telephone: Email:
Hotel Number / Address	Hotel Name: Address: Telephone:
Travel Insurance Contact / Policy Number	Provider: Telephone: Policy Number:
Emergency Contact	Name: Telephone:

EMERGENCY PLAN

1. **In the event of a crime:**
 - a. Notify the local police
 - b. Follow up with your travel insurance provider, if necessary
 - c. Follow up with your emergency contact
2. **In the event of a medical emergency:**
 - a. Call the local medical emergency number and/or a hospital
 - b. Follow up with your travel insurance provider, if necessary
 - c. Follow up with your emergency contact
3. **In the event of a security emergency (such as a large protest or demonstration):**
 - a. Assess your surroundings and, if you are in a secure location, shelter-in-place
 - b. If your location is not secure, assess your surroundings and evacuate the area when possible
 - c. If you are injured, call the local medical emergency number and/or a hospital
 - d. Contact your travel insurance provider
 - e. Follow up with your emergency contact
4. **In the event of a natural disaster:**
 - a. Assess your surroundings and, if you are in a secure location, shelter-in-place
 - b. If your location is not stable or secure, relocate if it is safe to do so
 - c. If you are injured, call the local medical emergency number and/or a hospital
 - d. Contact your travel insurance provider
 - e. Follow up with your emergency contact

SECURITY/SAFETY RECOMMENDATIONS

- Do not share information such as full name, contact information, itinerary information and accommodation details unless absolutely necessary.
- If possible, program the above numbers into a mobile phone.
- Understand how to dial emergency numbers, local numbers and internationally from landlines and mobile phones in your travel destination.
- Learn how to ask for the police, a hospital or other assistance in the local language.
- Keep photocopies of all important travel documents, such as passports, visas and travel insurance information, in a secure location and with your trusted emergency contact at home.
- If traveling alone, establish a daily check-in with your trusted emergency contact.
- If traveling with others, discuss your personal emergency plans and establish a rally point should your party become separated without means of communication.
- Maintain vigilance and keep a low profile at all times.
- Use trusted forms of transportation at all times.

NOTES:

WANT TO FIND OUT MORE OR HAVE QUESTIONS?

Contact UNT Emergency Management & Safety Services at Emergency.Management@unt.edu or 940-369-6154 with any travel questions.