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. Travelers and trip leaders should be fully familiar with the services offered by the University's international emergency services vendor. Travelers going to elevated risk countries should process an ITART request. Please go to travelregistry.cornell.edu for more information.

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

You should use this document as a resource when you travel abroad. Keep an electronic copy; you may also want to share it with a family member or friend.

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 the injured person is being cared for, or if you need medical advice prior to transport due to head or back injury, CALL United Healthcare (UHC) Global collect at 00-1-410-453-6330. Cornell’s Global ID# is 343211. UHC Global 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 UHC Global 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**  
- **Message Apps**  
- **E-mail**  
- **Fax**  
- **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 (e.g., 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:_______________________________________________________________

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