

# **EMERGENCY PLAN FORM**

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 and email the plan to yourself and save emergency contact information to your cell phone.

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

## **EMERGENCY PLAN**

#### 1. In the event of a crime:

- a. Notify the local police
- b. Contact the nearest embassy or consulate
- c. Follow up with your travel insurance provider, if necessary
- d. 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. Contact your travel insurance provider
- c. Follow up with your emergency contact

#### 3. In the event of a security emergency:

- 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. Contact the nearest embassy or consulate
- f. 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. Contact the nearest embassy or consulate
- f. 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:**

AIG Travel, a member of American International Group, Inc., provides travel insurance and global assistance through innovative product offerings. Travel Guard<sup>®</sup> is the marketing name for its portfolio of travel insurance and travel-related services. From lost luggage to a medical emergency, our 24/7 multilingual assistance team is always just a phone call away. Through our global service centers and a network of experienced providers, we deliver medical and security assistance to help our customers travel with confidence. AIG Travel is a socially responsible and inclusive organization that meets the diverse needs of leisure and corporate travelers alike. Learn more at <u>www.aig.com/travel</u> or <u>www.travelguard.com</u>, and follow us on <u>Twitter</u>, <u>Facebook</u>, <u>Instagram</u> and <u>LinkedIn</u>.