

IHS Training LLC

TRAVEL SAFETY & SECURITY TRAINING

EMERGENCY PLAN

IHS Training provides the following Training Aid as an example of items to complete and/or consider when making an Emergency Plan for foreign travel. This is only an example and may not be inclusive of everything required for an Emergency Plan for the location you intend to visit. Travelers should/must research all available options and gain any and all pertinent information before leaving the country.

Destination

City: _____

Country: _____

Flight Information					
Departure Date		Airline		Flight No.#	
Return Date		Airline		Flight No.#	

Hotel			
Address:			
Phone Number:		Dates	

2 nd Hotel			
Address:			
Phone Number:		Dates	

Embassy or Consulate	
Address:	
Phone Number:	

Print Map showing Airport, Hotel, Work location and Embassy/Consulate
www.googlemaps.com and www.bing.com/maps/

TRAVELER INFORMATION			
Name			
Address			
Phone Number			Date of Birth
Passport Information	Number		Place of Issue
	Date of Issue		Expiration Date
Email Address			Citizenship
Spouse or Contact			Phone Number
Medical Issues			
Medications			

COMPANION INFORMATION			
Name			
Address			
Phone Number			Date of Birth
Passport Information	Number		Place of Issue
	Date of Issue		Expiration Date
Email Address			Citizenship
Spouse or Contact			Phone Number
Medical Issues			
Medications			

COMPANION INFORMATION			
Name			
Address			
Phone Number			Date of Birth
Passport Information	Number		Place of Issue
	Date of Issue		Expiration Date
Email Address			Citizenship
Spouse or Contact			Phone Number
Medical Issues			
Medications			

WORK SITE	
Address:	
Phone Number:	

OTHER LOCATIONS BEING VISITED		
Address:		
Phone Number:		Dates

OTHER LOCATIONS BEING VISITED		
Address:		
Phone Number:		Dates

HOSPITAL	
Address:	
Phone Number:	

POLICE STATION	
Address:	
Phone Number:	

EMERGENCY EVACUATION PLAN

If something goes wrong the plan is to meet at:

PRIMARY EMERGENCY MEETING LOCATION	
Address:	
Phone Number:	

SECONDARY EMERGENCY MEETING LOCATION	
Address:	
Phone Number:	

SECONDARY COUNTRY EMBASSY or CONSULATE	
Address:	
Phone Number:	

TRAVEL WARNINGS
Official Travel Warnings: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Registering your trip with the U.S. Department of State

PURPOSE: To notify U.S. citizens in the event of a disaster, emergency or other crisis, and for evacuation coordination. The information solicited may be made available as a routine use to appropriate agencies whether federal, state, local, or foreign, to assist the Department in the evacuation or provision of emergency service to U.S. citizens.

Registration Internet Address: <https://travelregistration.state.gov/ibrs/ui/>