

# Emergency Action Plan

While we hope that you will not have an emergency while abroad, making sure you know the following information should help you if an emergency situation does arise:

- The name of the contact person at your host institution/program who is responsible for handling emergencies
- The location and contact information of the local police and other local support services
- The emergency contact number for Queen's University, provided on the Emergency Contact Card
- Names, email addresses and telephone numbers for other Queen's program participants currently at the same institution
- Contact information for your travel providers (eg. airline, bus company, etc.), as well as information regarding changing/obtaining tickets in the host country
- Address, telephone and fax numbers of the Canadian (or your country of citizenship) Embassy or the alternate agency, in your host country, if an Embassy is not available. [Canadians can register on-line](#). To learn more about the Canadian Embassy in your host country please visit the [Department of Foreign Affairs and International Trade Canada \(DFAIT\)](#). For other countries' embassies visit the [Worldwide Embassy Locator](#)
- The location of a bank that will provide cash advances on credit or debit cards
- How to obtain [Exit Visas](#) (if required)
- Local contacts for support (friends, other Queen's program participants)
- Possible itinerary for departing host country (leave copies with local and family contacts)
- Emergency contact information for family and friends at home
- Alternative contact to family in case of emergency
- A pre-arranged emergency rendez-vous point (with friends, family, contacts)