

# Emergency Action Plan (EAP) Template

*This form is meant to provide ideas for important information to gather prior to travel. Gather as much of the following information as possible, either directly onto this form or create a separate EAP document organized to your preference. Keep a copy with you while traveling and provide a copy to your emergency contact, program director, etc.*

*It is important to understand the primary risks in your travel destinations, and how to avoid those risks. You are your best asset for keeping yourself safe and healthy abroad.*

## Participant's Information

- Full name as it appears on the passport:
- Phone number (preferably international or local to place of travel):
- Primary email:
- Passport Nationality and Passport Number traveler will be traveling with:
- Health Insurance provider (ensure international coverage if traveling internationally):

## Host/Local Institution Contact information

- Faculty leader/primary local contact:  
Name / primary phone / email
- Host institution contact information:  
Name / primary phone / email
- In case of an emergency at site (if different from above):  
Name / primary phone / email

## Itinerary

- **Traveler must ensure itinerary is registered with Worldcue** ([click here for instructions](#)).
- **Provide brief schedule:** Date / Location / Activity  
*Please note:* The purpose is to have a reasonable idea of where a traveler is expected to be day to day. It is understood that some things may change up to and upon arrival at the site.

## Ground Travel

- How is the traveler traveling to the site of program upon arrival?
- Who is providing on-ground transportation? Include contact information if known.

## Accommodations

- Name and address where traveler will be staying:
- Please describe the accommodations' on-site security; surrounding neighborhood environment:

## Health, Safety, & Security

This section should be completed by reviewing current Worldcue, U.S. State Department country specific, and CDC travel information:

- Worldcue Planner - available via [www.partners.org/travelsafe](http://www.partners.org/travelsafe) or following link:
  - <https://planner.worldcue.com/portal/auth/portal/planner?username=djhhke03k2>
- Travel.state.gov <https://travel.state.gov>
- CDC Travel <https://wwwnc.cdc.gov/travel>

Travel tips and mitigation tactics are available in [Worldcue Planner](#) > “Global Travel Tips”

### Occupational Health Considerations

- Describe the clinical activity and specific risks, and including:
  - needle stick / exposure to bodily fluids / exposure to infectious disease
- Consider need for any new or updated vaccinations and/or prophylaxes medications. Schedule an appointment with the [Mass General Travelers' Advice and Immunization Center](#).

### Access to Medical Care

- Identify the medical care center(s) where traveler will go if ill or injured, keeping in mind it may be in a different location than where the program is taking place.  
Name / address / phone number

### Safety & Security Considerations

Does site/country have any safety and security issues? (unrest, election, high crime, motor vehicle accidents, etc.?). There is likely to be more than 1. *Example: high number of motor vehicle accidents; host organization enforces no travel after dark and utilizes vetted local company for all ground transportation, which will be used for entire duration of program.*

## Natural Disaster Considerations

Does site/country have any susceptibility to natural disaster? (hurricane, earthquake, volcano, etc.?). There is likely to be more than 1. *Example: Away elective will be during hurricane season; I've registered with Worldcue, the US embassy, downloaded a weather app to phone and printed for my global health field kit, "How to prepare for a hurricane/tropical cyclone/typhoon."*

## Communication & Emergency Numbers

Good communications while traveling presumes traveler has their own mobile with international calling capability as well as dedicated communications apps that can be utilized.

- How and with whom will the traveler communicate in the event of an emergency, such as a natural disaster, terrorism, or medical pandemic?
- What communications apps does traveler have on their mobile phone (e.g. WhatsApp)?
- In an emergency, you may need to know the number for and call one or all of the following:
  - Local emergency assistance
  - *TravelSafe* Global Assistance hotline
  - U.S. embassy or consulate
  - Your department / supervisor / local host contact

The above numbers should be carried with you at all times, both in multiple hardcopies and programmed into your mobile phone as well as MGB TravelSafe.

## MGB *TravelSafe* Global Assistance

+1 443-965-9242 international

1-866-647-9716 within U.S.

Non-emergency inquiries: [travelsafe@partners.org](mailto:travelsafe@partners.org)

[www.partners.org/travelsafe](http://www.partners.org/travelsafe) (requires MGB computer or VPN for access)