

## Appendix A: Trip-specific International Travel Emergency Plan (Individual)

Individuals who are traveling alone are encouraged to review and complete the following information prior to departure.

- Review and sign an International Travel Acknowledgement of Risk and Medical Consent form at: <http://internationaltravel.gmu.edu/travel-forms/>
- Review U.S. Department of State information on destination country(ies) at: <http://travel.state.gov/content/passports/en/go/checklist.html>
- Register Travel with the U.S. Department of State Safe Traveler Enrollment Program (STEP) at: [https:// step.state.gov/step/](https://step.state.gov/step/)
- Complete the U.S. Department of State Traveler’s Checklist: <http://travel.state.gov/content/passports/en/go/checklist.html>

### SECTION I: COMMUNICATIONS PLAN

Travelers who are traveling to a hazardous area as defined by University Policy 1134: University-Sponsored or University Related International Travel must develop a communications plan. All travelers are encouraged to maintain routine contact with their respective college, school, or unit for the duration of travel.

#### *Mason Department Contact*

**Name:**

**Email:**

**Phone:**

**Contact Frequency:**

Daily     Every Other Day     Other:

**Time (EST):**

### SECTION II: EMERGENCY PREPAREDNESS CONSIDERATIONS

**Building Evacuation:** Whenever an emergency warrants a building evacuation or local officials order a building evacuation, exiting the building using the nearest exit and proceed to the assembly area identified by the building. Travelers should identify two or more exit routes from their accommodations and primary work locations.

**Shelter Locations:** Shelter locations may be used in the event of severe weather, earthquakes, and manmade threats (e.g., violence or civil unrest) to provide temporary respite from natural and manmade hazards. Travelers are encouraged to monitor local news and radio for weather and social conditions to remain aware of potential threats. Identify a potential shelter location(s) in or near your accommodations or place of work.

### SECTION III: SITE-SPECIFIC INFORMATION

#### SITE ONE

##### SITE LOCATION INFORMATION

Country:

City:

Address of Accommodations:

Phone:

##### IN-COUNTRY EMERGENCY CONTACT

In-Country Emergency Contact:

 N/A

Name:

Email:

Phone:

##### LOCAL EMERGENCY SERVICES

Local Law Enforcement Phone:

Local Fire/Rescue Phone:

Emergency Medical Services Phone:

##### U.S. CONSULATE OR EMBASSY INFORMATION

Nearest U.S. Consulate or Embassy:

U.S. Consulate or Embassy Address:

U.S. Consulate or Embassy Phone:

**SECTION III: SITE-SPECIFIC INFORMATION**

**SITE TWO**

**SITE LOCATION INFORMATION**

**Country:**

**City:**

**Address of Accommodations:**

**Phone:**

**IN-COUNTRY EMERGENCY CONTACT**

**In-Country Emergency Contact:**

 N/A

**Name:**

**Email:**

**Phone:**

**LOCAL EMERGENCY SERVICES**

**Local Law Enforcement Phone:**

**Local Fire/Rescue Phone:**

**Emergency Medical Services Phone:**

**U.S. CONSULATE OR EMBASSY INFORMATION**

**Nearest U.S. Consulate or Embassy:**

**U.S. Consulate or Embassy Address:**

**U.S. Consulate or Embassy Phone:**

**SECTION III: SITE-SPECIFIC INFORMATION**

**SITE THREE**

**SITE LOCATION INFORMATION**

**Country:**

**City:**

**Address of Accommodations:**

**Phone:**

**IN-COUNTRY EMERGENCY CONTACT**

**In-Country Emergency Contact:**

N/A

**Name:**

**Email:**

**Phone:**

**LOCAL EMERGENCY SERVICES**

**Local Law Enforcement Phone:**

**Local Fire/Rescue Phone:**

**Emergency Medical Services Phone:**

**U.S. CONSULATE OR EMBASSY INFORMATION**

**Nearest U.S. Consulate or Embassy:**

**U.S. Consulate or Embassy Address:**

**U.S. Consulate or Embassy Phone:**

## SECTION IV: NOTIFICATION PROCEDURES

At any point during an international educational travel experience it may be necessary to contact the university, services retained by the university, or personal contacts to respond to emergency situations.

### PERSONAL CONTACTS

| CONTACT                                     | PHONE                | ALTERNATE PHONE      |
|---|----------------------|----------------------|
| <b>Personal Medical Insurance Provider:</b> |                      |                      |
| <input type="text"/>                        | <input type="text"/> | <input type="text"/> |
| <b>Personal Travel Insurance Provider:</b>  |                      |                      |
| <input type="text"/>                        | <input type="text"/> | <input type="text"/> |
| <b>Auto Insurance Provider:</b>             |                      |                      |
| <input type="text"/>                        | <input type="text"/> | <input type="text"/> |
| <b>Personal Physician:</b>                  |                      |                      |
| <input type="text"/>                        | <input type="text"/> | <input type="text"/> |
| <b>Emergency Contact:</b>                   |                      |                      |
| <input type="text"/>                        | <input type="text"/> | <input type="text"/> |
| <b>Emergency Contact:</b>                   |                      |                      |
| <input type="text"/>                        | <input type="text"/> | <input type="text"/> |

## SECTION IV: NOTIFICATION PROCEDURES (CONTINUED)

### UNIVERSITY CONTACTS

| CONTACT  | PHONE                        | ALTERNATE PHONE                |
|--|------------------------------|--------------------------------|
| George Mason University Study Abroad   | +01-703-993-2154             | +01-703-993-7500 (After Hours) |
| International Travel Insurance Provider<br>(Mercer Travel Assistance Services) | +01-855-327-1469 (Toll Free) | +01-312-935-3542               |
| George Mason University Police   | +01-703-993-2810             |                                |

**U.S. DEPARTMENT OF STATE OVERSEAS CITIZENS EMERGENCY CENTER:** Provides assistance to American citizens traveling abroad. The center should be contacted by phone (+01-202-501-4444) whenever any of the following occur abroad:

- Death of an American citizen abroad;
- Arrest/detention of an American citizen;
- Robbery of an American citizen;
- American citizens missing;
- Crisis abroad involving American citizens.

**MASON STUDY ABROAD:** Should be notified whenever the following occur to facilitate services or support to travelers as necessary:

- Serious injury, illness, psychiatric situations, death, or hospitalization;
- Reports or occurrence of infectious disease;
- Natural disasters;
- Political unrest or turmoil;
- Missing employee or student; or
- Any other situation deemed an emergency by travelers.

**UNIVERSITY POLICE:** Must be notified of crimes that involve employees or students or occur on property or locations under the control of the university in accordance with the Clery Act. Report crimes by phone +01-703-993-2810 or complete a report on line. <http://police.gmu.edu/clery-act-reporting/csa-form/>.

- Murder/non-negligent manslaughter;
- Negligent manslaughter;
- Sexual assault (i.e., rape, fondling, or incest
- Robbery;
- Aggravated assault;
- Motor vehicle theft;
- Arson;
- Domestic violence;
- Stalking;
- Larceny/theft;
- Vandalism, destruction of property, or damage to property;
- Intimidation; or,
- Simple assault.

**INTERNATIONAL TRAVEL INSURANCE PROVIDER:** Should be contacted whenever the following services are needed:

- Security evacuation services;
- Emergency medical services;
- Emergency travel services; or,
- Information services.