



Do You Have an Emergency Action Plan?

QUIC

While we do not anticipate that you will have an emergency, you should make yourself aware of the following:

- The name of the contact person at your host institution/organization responsible for coordinating emergency activities.
- The location and contact information of the local police and other local support services (“911” equivalent).
- The Emergency Contact Number for Queen’s University, provided on the Emergency Contact Card (613-533-6111 – collect calls accepted 24 hours a day).
- 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 @ http://www.voyage.gc.ca/main/sos/rocapage-en.asp](http://www.voyage.gc.ca/main/sos/rocapage-en.asp). To learn more about the Canadian Embassy in your host country please visit [Foreign Affairs Canada \(DFAIT\) @ http://www.voyage.gc.ca/contact/offices-list_liste-bureaux-eng.asp](http://www.voyage.gc.ca/contact/offices-list_liste-bureaux-eng.asp). For other countries’ embassies visit the [Worldwide Embassy Locator @ http://www.embassyworld.com/embassy/directory.htm](http://www.embassyworld.com/embassy/directory.htm).
- The location of a bank that will provide cash advances on credit or debit cards.
- How to obtain Exit Visas (if required). Access the Foreign Affairs Canada (DFAIT) country profile for your host country at http://www.voyage.gc.ca/countries_pays/profiles-menu-profil-eng.asp to learn about exit requirements.
- [Canada Direct Access Telephone Numbers @ http://www.infocanadadirect.com/](http://www.infocanadadirect.com/)
- 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
- Emergency rendez vous point (if traveling as part of a group)

For more information please visit <http://www.queensu.ca/quic/wsa/esp.htm>