

**IN CASE OF
EMERGENCY**

BE PREPARED FOR AN EMERGENCY

DON'T ASSUME that there will be 24/7 access to the emergency contact information saved to your electronic devices.

DON'T ASSUME that you will be the one calling home or your insurance company when you've been involved in an accident or other crisis.

Minimize potential problems during an emergency abroad:

- 1) **Complete the "In Case of Emergency" form on page 2 below and print out several copies. Put one copy in each of your checked bags, in your carry-on bag AND in your wallet. Give one copy to your family.**

It is very important to include multiple phone numbers (home, work, cell) for EACH contact. Don't assume that you will be the person calling during the emergency, because you might be incapacitated. It might be your study abroad roommate or a hospital staff member calling, and they may need to call several numbers before they're able to contact someone.

- 2) **Before traveling abroad, create a list of your important passwords and provide it to your family in case of a serious life emergency.**

Type up the list (to ensure legibility), print it, and place it in a SEALED envelope. Write "Open Only in Case of Emergency" over the seal. Put the envelope in a safe place and tell your family where to find it. Be sure to instruct them to only open it in case of a serious life emergency which would require them to be able to access your electronics/accounts.

When you return home from abroad you should shred the envelope and its contents. If the envelope was opened, you should also change your passwords.

- Computer/Laptop
- Cell phone
- Tablet
- Email accounts
- Bank and credit card accounts
- Social media accounts: Facebook, Instagram, Twitter, Tumblr, etc
- Other relevant accounts: Cell phone, cable, insurance, etc



- **TYPE** the relevant information below
- **PRINT** the completed form 4 times
- **KEEP** the print-out in your checked bags, your carry-on bag, and your wallet
- **GIVE** a print-out to your family

THIS IS A FILLABLE FORM

Emergency Contacts

Name: _____
Relationship: _____
Physical Address: _____
Email address: _____
Cell/Home phone: _____
Work phone: _____

Name: _____
Relationship: _____
Physical Address: _____
Email address: _____
Cell/Home phone: _____
Work phone: _____

Name: _____
Relationship: _____
Physical Address: _____
Email address: _____
Cell/Home phone: _____
Work phone: _____

Insurance Information

AXA Assistance Information & Forms: <http://international.richmond.edu/semester/health-safety/insurance.html>

AXA Assistance Member Center: <http://studyabroad.richmond.edu/?go=axalogin>

University of Richmond Group Policy #: GLM N11230337

24-hour AXA Travel Assistance Center: 1-312-935-1755 → CALL COLLECT from abroad

Toll-Free from inside U.S.: 1-855-327-1458