

# Travel Guard<sup>®</sup>

## Emergency Travel Plan Form

Preparing an emergency travel plan prior to departure can allow you to travel confidently knowing that even in the event of a crisis you know where to go and how to access assistance. To help with your personal emergency travel planning and preparation, please complete this form. Save the emergency contact details to your cell phone, email the completed form to yourself and a trusted contact at home, and carry a hardcopy.



<b>Local Emergency Services</b>	Police: Medical: Fire:
<b>Local Hospital</b>	Hospital Name: Address: Telephone:
<b>Embassy or Consulate</b>	Address: Telephone: Email:
<b>Accommodation</b>	Hotel Name: Address: Telephone:
<b>Travel Insurance</b>	Provider: Telephone: Policy Number:
<b>Emergency Contacts</b>	First and Last Name: Telephone: Email:  First and Last Name: Telephone: Email:

## Emergency Plan

- 1. In the event of a crime:**
  - Notify the local police.
  - Contact the nearest embassy or consulate.
  - Follow up with your travel insurance provider, if necessary.
  - Follow up with your emergency contact.
- 2. In the event of a medical emergency:**
  - Call the local medical emergency number and/or a hospital.
  - Contact your travel insurance provider.
  - Follow up with your emergency contact.
- 3. In the event of a security emergency:**
  - Assess your surroundings and, if you are in a secure location, shelter in place.
  - If your location is not secure, assess your surroundings and evacuate the area when possible.
- 4. In the event of a natural disaster:**
  - Assess your surroundings and, if you are in a secure location, shelter in place.
  - If your location is not stable or secure, relocate if it is safe to do so.
  - If you are injured, call the local medical emergency number and/or a hospital.
  - Contact your travel insurance provider.
  - Contact the nearest embassy or consulate.
  - Follow up with your emergency contact.

## Security/Safety Recommendations

- Do not share information such as your full name, contact information, itinerary information and accommodation details unless absolutely necessary.
- Add all the contacts from this form to your phone.
- Learn how to dial emergency numbers, local numbers and international numbers from landlines and mobile phones at your destination.
- Ensure your travel insurance policy is the right fit for your destination(s) and planned activities.
- Download the AIG Travel Assistance App on your phone and register with your email and policy number prior to your trip (if considered a business trip).
- In the AIG Travel Assistance App, use the red button to request assistance.\*
- If traveling internationally, learn how to ask for the police, a hospital or other assistance in the local language.
- Save copies of important travel documents, such as passports, visas and travel insurance information to the cloud and leave hardcopies with your emergency contacts at home.
- If traveling alone, establish a daily check-in with your trusted emergency contact.
- If traveling with others, discuss your personal emergency plans and establish a rally point should your party become separated without means of communication.
- Pay attention to your surroundings and keep a low profile at all times.
- Use trusted forms of transportation at all times.



\*Contact local emergency responders in life-threatening situations.

Travel Guard meets the diverse needs of leisure and corporate travelers alike through its comprehensive portfolio of travel insurance plans and assistance services as well as a network of experienced providers. With global service centers placed strategically around the globe, our 24/7 multilingual team is always just a phone call away and ready to assist when our customers experience travel issues – from lost luggage or minor travel inconveniences to medical emergencies or life-threatening events. We help customers recover from travel disruptions and enjoy their journeys knowing Travel Guard has their back every step of the way. Learn more at [www.travelguard.com](http://www.travelguard.com) and follow us on Facebook, Instagram and LinkedIn. AT-15824-24 01/25