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# TTU CRISIS MANAGEMENT

## CHECKLIST AND STEPS

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### Items that you should have with you at all times:

- 1. Copy of Passport and Visa (where applicable)
- 2. Copy of Insurance Cards/Information
- 3. Copy of Area Maps/Safe Routes
- 4. Copy of Emergency Card
- 5. Copy of Emergency Contacts
- 6. Special Medical Needs Treatment Information (where applicable)
- 7. Power of Attorney (where applicable)
- 8. Copy of Home & International Drivers Licenses
- 9. Cell phone
- 10. Money- Local currency, US currency, ATM/Credit Card
- 11. Sample Emergency/First Aid Kit

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## Steps to help you stay calm and use your EAP more effectively in an emergency.

### STEP ONE

**Remain calm.** Take a deep breath. You will need a clear head in order to focus on your next move.

### STEP TWO

**Assess the situation/Get Advice from Program Staff.** Identify in what kind of emergency situation you find yourself. Contact program staff for advice. An emergency/crisis can be:

1. Personal: Accident/Injury, Death, Illness, Family Problem, Sexual Assault, Kidnapping, Arrest, etc.
2. Regional: Natural/Environmental Disaster, Civil Unrest, Political Uprising, Terrorist Attack, War Outbreak, etc.

### STEP THREE

**Take Action.** Exercise good judgment. Follow your evacuation plan/written instructions/maps you have developed as part of your EAP to help remove you from the emergency and get you to a safer location where you can get help. Remember the alternate transportation options you have available.

### STEP FOUR

**Get in touch.** Now that you are in a safer and more stable location, update others about your situation. Using a method of communication at your disposal, get in touch with your emergency contacts so they can help you. Have them assist you in finding what you need (medical care, transport, a lawyer, etc.)

1. Take care of yourself. While you are waiting for your contacts to assist you, or in case you cannot reach anyone to assist you, use your emergency kit. Take out the supplies you need to keep yourself healthy( ) (n) 2 (y) -1 ((l) 3 597.3