
TTU CRISIS MANAGEMENT

CHECKLIST AND STEPS

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

Flashlight, water (or purification tablets), pocket knife (not on plane), adhesive bandages, elastic bandage (ace-type), antibiotic ointment, gauze pads, first aid tape, scissors (not on plane), sun block, lip ointment, burn cream, aspirin/pain reliever, AM/ FM radio, batteries, battery bank charger, insect repellent, rain poncho, prescription/medication, thermal blanket.

EMERGENCY CONTACTS:

Study Abroad Office 1-931-372-3634 8:00-4:30pm

University Police 1-931-372-3234 after office hours

Title IX Coordinator 1-931-372-3112

Study Abroad Coordinator- Amy Miller amiller@tntech.edu

Director of International Education- Charles Wilkerson cwilkerson@tntech.edu

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 (bandages, food, jacket, radio, etc). You may need additional/continuing medical care and/or personal/psychological counseling.
2. Keep Trying. If you cannot get a hold of anyone to help you (because phone lines are down, you are trapped, etc) don't give up. Try alternate methods of communication and transportation until you are able to reach someone. If you need to move to another location, let others know and leave a written description of where you are going.

STEP FIVE

Move to a more permanent location. After you have removed yourself from any immediate threat, regrouped at a safer location, and gotten in touch with your emergency contacts, you may need to move to a more permanent location for treatment/assistance. Consider your transportation options and get yourself to the appropriate location (hospital, police station, embassy/consulate, contact's home, counseling center, etc.)

STEP SIX

Stay in touch. Maintain contact and update your emergency contacts on your condition. It would be useful to have a "communication tree" whereby your emergency contacts can collaborate to help you through the emergency situation (you may need to have privacy release forms in place for this to happen).

STEP SEVEN

Evaluate and revise your EAP. After the emergency is over, and once your condition has stabilized, evaluate your EAP and use what you've learned to revise it in case of future emergencies.

