



PRE-TRIP CHECKLIST FOR STUDENTS

- Leave a copy of the Program itinerary and emergency contact information provided to you with a family member in the US.
- Scan a copy of your passport and save in a web-based file or e-mail to yourself for easy access should this be required.
- Make a copy of your Photo ID and any credit cards you plan to bring with you during your travels.
- Contact your credit-card company and mobile phone provider and advise of your travel plans.

IBS EMERGENCY NUMBERS (USA):

IBS Office Phoenix, Arizona:
 (480) 874-0100
 Shelly Drake, General Manager
 Amanda Barbano, Seminar Coordinator

Ho Chi Minh City Emergency Numbers:

Police: 113
Fire: 114
Ambulance: 115

IN-COUNTRY EMERGENCY NUMBERS:

Emergency Numbers:
Tammy: +(1) 910 617 7069
James: +(1) 910 617 7073
Dan: +(1) 480 363 2677
JD: +(1) 623 230 7272

DIALING INSTRUCTIONS:

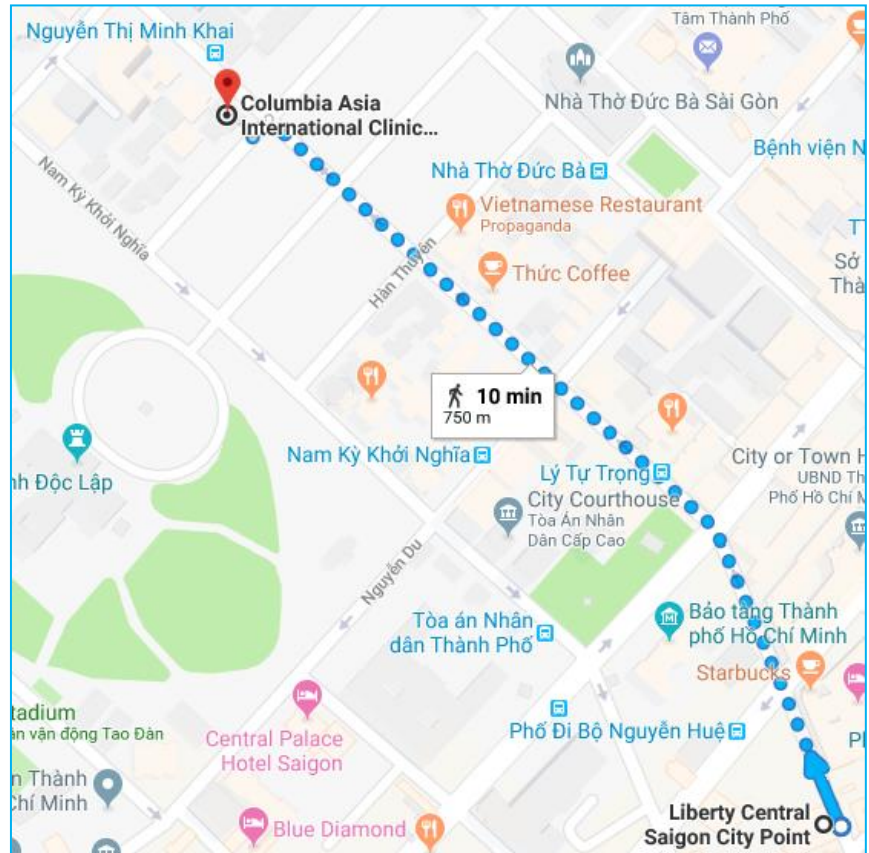
How to call Ho Chi Minh City in Vietnam from United States:
 011 - Exit code when making an international call from United States
 84 - Vietnamese country code for inbound calls
 28 - Ho Chi Minh City code
 011 + 84 + 28 + Local Number - International dialing code format

MEDICAL PROVIDER CONTACT:

Columbia Asia International Clinic,
 8 Alexandre de Rhodes St., District 1
 +(84) 28 3823 8455

For a more extensive list of medical providers, contact a faculty leader.

Directions from the hotel to the clinic:



PLEASE NOTE: Prior to international travel, IBS registers each individual and the program with the US State Department. The University and IBS are in regular communication with this government agency and will advise immediately should any changes be required in the scheduled program.



EMERGENCY MEETING LOCATION:

Group hotel lobby

PROGRAM HOTEL:

Liberty Central Saigon City Point

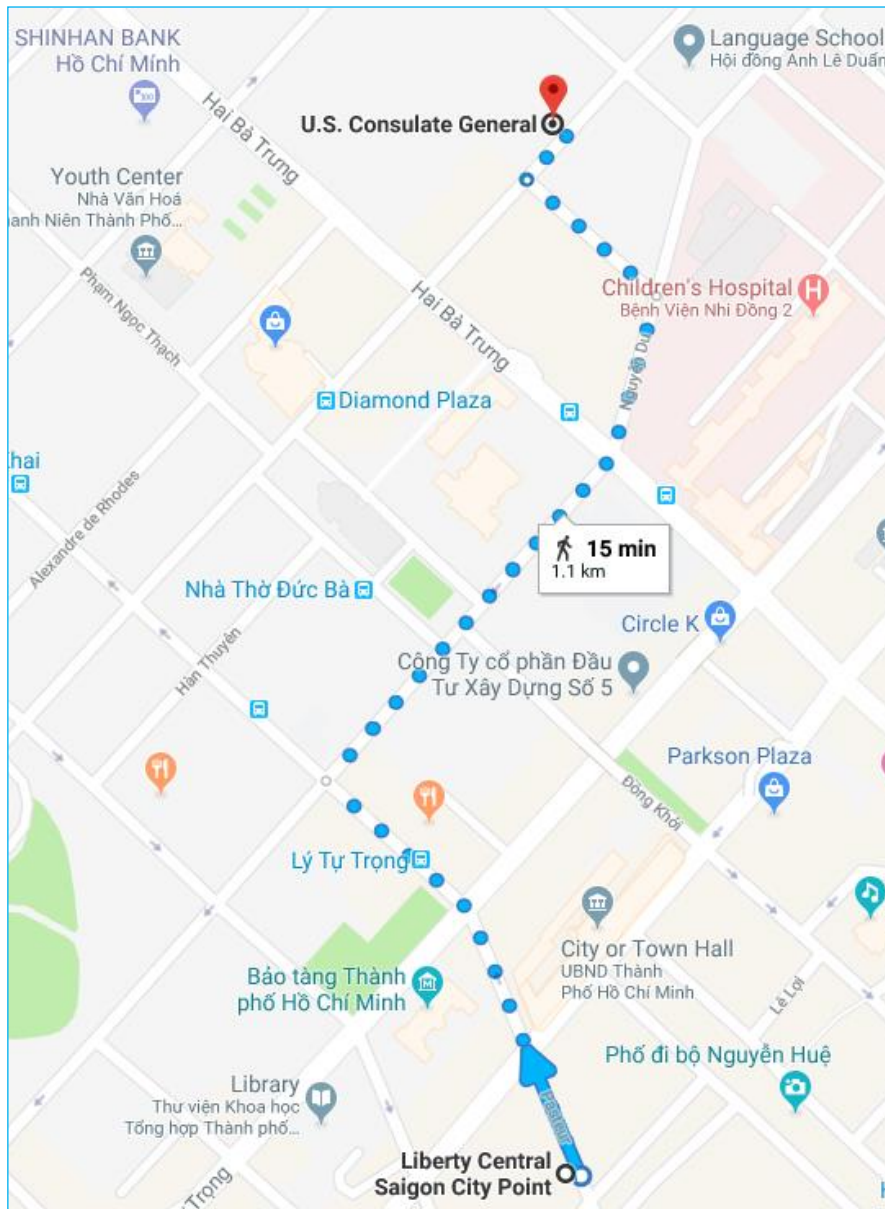
59 Pasteur Street
District 01, HCMC 700900
+(84) 28 3822 5678

US EMBASSY INFORMATION:

U.S. Consulate General
4 Le Duan Boulevard
District 01, HCMC 700900
+(84) 28 3520 4200

<https://vn.usembassy.gov/u-s-citizen-services/>

Directions from hotel to US Consulate:





Guidelines for Students during International Crisis

If there is an unexpected situation (e.g. natural disaster), you MUST "check in" with the group leaders as soon as possible.

1. "Check In" with the program leaders and go to Emergency Meeting Location.
2. If you cannot get in touch with the program leaders, contact the U.S. Consulate to "check in."

Communication Methods

1. If internet access is available, we will send emails and post messages.
2. If internet access is not available, we will leave messages at emergency meeting location.

Guidelines and crisis sequence for on-site international program directors during international crisis:

Please refer to the following steps and initiate as required based on the situation in country

Seek appropriate aid or medical treatment for any injured program participants. PLEASE consult with program guide on-site and emergency contact (as provided) for proper medical facility assignment

- Obtain Police report & Hospital records (if required)
- Account for all program participants (gather at a safe meeting place selected at the beginning of the program for this purpose).
- Contact all program participants as soon as possible to ascertain participants' well-being, and to provide information, instructions, and advice. (Refer to "phone tree" or list of participant mobile & hotel room numbers where applicable)
- Program Leader to contact a representative ASAP to advise of current situation and account of all participants in "safe zone"
- Program Leader will contact the University (US based emergency contact provided) to advise of current situation
- A program Leader will contact US Consulate/US State Department (if required pending situation) to decide appropriate course of action. EVACUATION PLAN (if required) will be determined at this time with all appropriate agency channels involved.
- TEAM (university/ guides and agency) Confirm lines of communication, contact times and methods. Confirm responsibility for components of the crisis.
- Identify a liaison to contact all participant family member to advise of situation/ updates.
- University to establish a phone and e-mail list for use during the crisis and begin a log of events and people contacted or involved in the crisis.

Additional Notes:

All communication should be channeled through one member of the University staff overseas and one member of university staff in the US office. Limit access to the emergency situation to provide better care & protect the privacy rights of the individual or group directly involved in the problem.