



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.
- Create a copy of your passport and scan and save in a web-based file or e-mail to yourself for easy access should this be required.
- Create 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: (480) 874-0100

Available Monday through Friday from 8:00 AM to 5:00 PM (Mountain Standard Time)

IN-COUNTRY EMERGENCY NUMBERS:

Emergency Numbers:

Leaders:

1. **Joni Catanzaro (US)** (001) (225) 205-4518
2. **Robert King (US)** (001) (806) 781-1216
3. **JD Parker (US)** (001) (623) 230-7272

DIALING INSTRUCTIONS

To place a call from US to Beijing, dial 011 (exit code), + dial 86 (Chinese country code) + dial 10 (Beijing city code) + the listed local number.

To place a call within Beijing, dial 0 + dial 10 + Local Number

To place an international call, dial 00 + country code + area code + number. (USA country code is "1")

MEDICAL PROVIDERS / CONTACTS

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

- **Beijing Hospital** – 1 Dahua Rd., Dongcheng, Beijing Phone: +(86-10) 6513 2266
- **Peking Union Medical College Hospital** – 53 Dongdan N St., Dongcheng, Beijing Phone: +(86-10) 65296114
- **Hong Kong International Medical Clinic** – 2 Chaoyangmen N St., Dongcheng, Beijing Phone: +(86-10) 6553 2288
- **Beijing United Family Health & Wellness Center** – 21 Jianguomen Outer St., Chaoyang, Beijing Phone: +(86-10) 8532 1221

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.

PROGRAM HOTEL:

Novotel Peace

Address: 3 Jinyu Hutong, Wangfujing

100006 Beijing, China

Phone: +(86) (10) 6512 8833

novotel@novotelpeacebj.com



EMERGENCY MEETING LOCATION:

Group hotel lobby

US EMBASSY INFORMATION

AMERICAN EMBASSY BEIJING
 Address: No. 55 An Jia Lou Lu
 1000600 Beijing, China
 Tel: +(86-10) 8531 3000

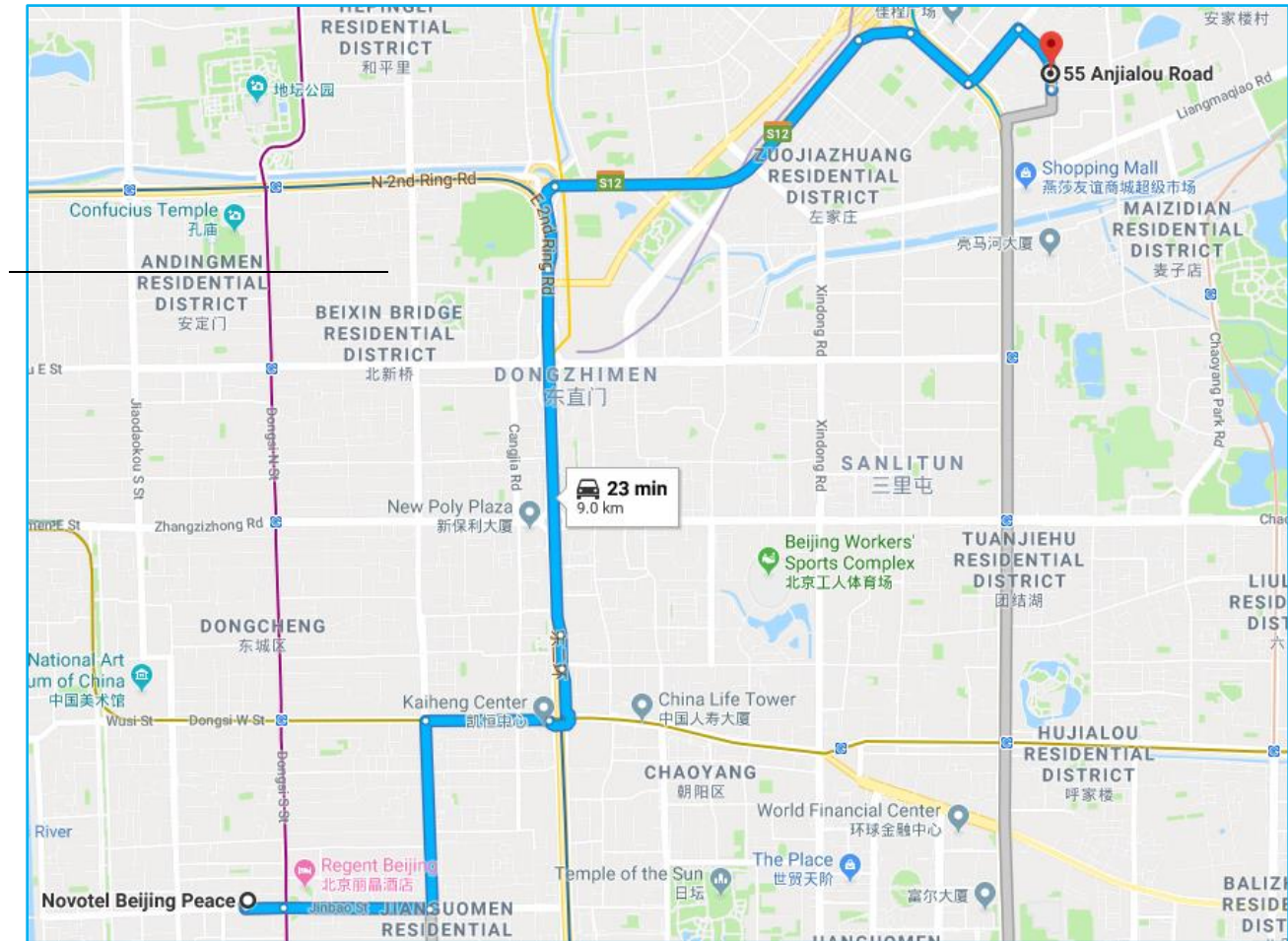
Emergency Numbers in Beijing
 Foreigners: 6525 5486
 Ambulance: 120
 Police: 110
 Fire: 119

Website for US citizen services in Beijing

<https://china.usembassy-china.org.cn/embassy-consulates/beijing/>

Map for the US Embassy

HOTEL – Start US EMBASSY – End Distance – 9.0 km





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 the Emergency Meeting Location.
2. If you cannot get in touch with the program leaders, contact the U.S. Embassy 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 the 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 the program leader on-site and emergency contact (as provided by the student) 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 – this is usually the group's hotel).
- 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 an authorized representative ASAP to advise of current situation and account for all participants in "safe zone"
- Program Leader will contact IBS (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 university liaison to contact all participant families 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.