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| --- |
| Emergency Contact Information for out-of Country Group Programs |
| Responsible College or Department | Name of Program Abroad |
| Dean or Chair |
| **Number of student participants** |  |
| Faculty member (s) accompanying students |
| 1. |
| 2. |
| Dates of the Program |
| Departure | Return |
| Location of Program |
| Country/Countries | Time difference (hours+/- EST) |
| Geographical Site or street address |
| Nearest urban centre and distance away |
| **Contact at Site** (U of G person responsible for coordinating emergency response in-country) |
| Name |
| Telephone | Cell phone |
| Fax | Email |

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| Emergency Contact Information for out-of Country Group Programs Con’t |
| **In-Canada Emergency Contacts** |
|  **University of Guelph Campus Security Services****+1- 519-824-2640**24 hour dispatcher has contact information for senior administrators, International office staff and other emergency contacts according to the University of Guelph protocol for responding to emergencies. Collect calls accepted. |
| **Lynne Mitchell**Director**Office; +1 519-824-4120 Ext. 56914****Cell: +1 519-835-7766****Email: lmitchel@uoguelph.ca** |
| **Host Country Contacts** |
| Host Institution or agency |
| Location |
| Contact Name |
| Telephone (include country code) |
| Fax | email |
| Alternate contact in host-country |
| Host Institution or agency |
| Location |
| Fax | email |

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| Emergency Contact Information for out-of Country Group Programs Con’t |
| **Nearest Canadian Embassy** (list Australian or British Embassy if Canada does one) |
| Embassy Name |
| Location |
| Contact Name |
| Telephone (include country code) |
| Fax | email |
| **Student Accommodation** (If students are staying in more than one location please attach a list of students and their addresses and contact information in the host country) |
| Residence Name |
| Street Address |
| Contact Name |
| Telephone (include country code) |
| Fax | email |
|  |
| **Date this form was completed** |

Note: Please attach a detailed itinerary and contact information for your group travel. If the above chart does not clearly reflect your travel arrangements, please change as necessary.