

# Field Work Emergency Response Plan

Name, title/position of the participant

Contact email and phone

Available support	
London Met contact in the UK	
Support in the hosting country/organisation	
Nearest A&E to the place of the fieldwork	
Local emergency services numbers abroad	
British Embassy number	
University insurance details	

Flight / travel details	
Carrier name and trip ID eg Airline and flight No. OUT	Carrier name and trip ID eg Airline and flight No. RETURN

**Emergency Response  
Procedures**

Communication strategy	Give details of the communications equipment that you are taking with you, when it will be used and with whom.
Missing persons, abduction, kidnap, hostage-taking	Give details of planned check in times and what to do if a check in time is missed.
Civil unrest, natural disasters, other incidents which may cause multiple casualties	Give details of how the offsite worker will be alerted to the problem and what they will do in response.
Medical emergencies and repatriation	Give details of how the offsite worker will respond to illness or injury. If they are unable to self-help give details of who will assist and what they will be expected to do.
Next of Kin	Before travel ensure that your next of kin details are up to date with School/Department Admin or HR
Financial support	What financial sources are available for medical assistance, repatriation and other emergencies such as vehicle breakdowns and how these funds would be accessed
Media management plan	In the event of an emergency give details of how you will manage the media attention, eg who will inform the London Met communication team.