



Emergency Information Kit

An Emergency Information Kit (EIK) provides information about all participants from the institution on the program as well as procedures to follow in the event of an emergency. The EIK must be completed by the faculty member with (a) one copy brought with him/her in-country (and accessible for the duration of the program) and (b) the original version mailed to AUIP at least 5 - 6 weeks before the start of the program. The EIK comprises:

1. Completed *Emergency Action Plan* (see later).
2. Original versions (signed and completed) of Forms #1 and #2 of the *Program Handbook* (from all students and including your own and all other faculty).
3. Original versions (signed and completed) of Form A (see *Faculty Handbook*). One of these should be completed by each faculty participating in the program from the institution.
4. Original versions of Form B (where applicable, see *Faculty Handbook*).
5. Completed *Student & Faculty Information File* (submit in Microsoft Excel) titled, *Student & Faculty information_name of country_month and year of program_name of institution*. Rename the file accordingly (i.e., "Student & Faculty Information_Australia_May2008_NCSU"), retain the prescribed format (landscape page setup with 1/2" margins), and complete using 9 point Arial font, cells as narrow as possible, and without color (other than black), typeface, underline, or bold.
 - a. Student name (last, first, middle)
 - b. Gender
 - c. Date of birth (month, day, year)
 - d. Home institution
 - e. E-mail address
 - f. Emergency contact name
 - g. Emergency contact telephone number
 - h. Medical issues (list all of these from the students' health forms)
 - i. Disability and special needs (if any)
 - j. Race (information collected for research purposes only)
 - k. Major
 - l. Academic level (freshmen to senior or grad)
 - m. Citizenship
 - n. Passport number
 - o. Food preference (meat, vegetarian, vegan)
 - p. Name of traveling partner (if any)
 - q. How heard about program
 - r. Optional group flight (yes/no)