EMERGENCY INFORMATION & TRAVEL CONTACTS

KEEP IMPORTANT DETAILS TOGETHER • PREPARE WITH CONFIDENCE

Complete before departure and keep a copy accessible during your trip.
Use this for your own reference. Avoid passwords and full payment-card details.

01 TRAVELER & TRIP DETAILS

Basic information to help identify your trip.

Traveler name(s)

Destination(s)

Travel dates

Accommodation / property name

Accommodation address

02 TRAVEL ADVISOR INFORMATION (OPTIONAL)

For travelers working with an advisor; this is in addition to provider contacts.

Advisor / agency name **Phone**

Email address

03 EMERGENCY CONTACTS

Choose people who can be reached while you are away.

Contact 1 — name **Relationship**

Phone **Email**

Contact 2 — name **Relationship**

Phone **Email**

04 TRAVEL PROVIDER CONTACTS

Keep direct provider contacts in addition to your advisor's information.

Airline / flight provider

Provider / company Direct phone

Hotel / accommodation

Provider / company Direct phone

Cruise line / tour operator

Provider / company Direct phone

Travel insurance provider

Provider / company Direct phone

IMPORTANT DETAILS & QUICK REFERENCE

A PERSONAL REFERENCE SHEET FOR YOUR JOURNEY

05 LOCAL & ESSENTIAL NUMBERS

Confirm local emergency numbers for every destination you visit.

LOCAL EMERGENCY SERVICES

Police / emergency number

Ambulance / medical emergency

ADDITIONAL LOCAL CONTACTS

Embassy / consulate (if applicable)

Local trusted contact / property desk

06 INSURANCE & IMPORTANT DOCUMENTS

Keep policy and document references secure; do not record sensitive numbers here.

Travel insurance company

Policy assistance phone

Policy documents saved at / with

Copies of travel documents stored at / with

07 IF SOMETHING GOES WRONG

Use this quick checklist as a reminder.

- [ ] Contact local emergency services if there is immediate danger.
- [ ] Contact the relevant airline, accommodation, cruise line, or tour operator.
- [ ] Contact your travel insurer and follow the policy's instructions, if applicable.
- [ ] Notify a trusted emergency contact when it is safe to do so.
- [ ] Keep receipts, confirmations, and records of relevant communications.

08 ADDITIONAL TRAVEL NOTES

Optional reminders that may be useful in an emergency.

Where relevant medical information is kept (avoid sensitive details here)

Other important notes

A LITTLE PREPARATION CAN MAKE A BIG DIFFERENCE.

Personal reference only. Follow official local emergency guidance and provider instructions.