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## UFIC - EMERGENCY INFORMATION WORKSHEET WORKSHEET

1. **Program Director – Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone abroad: \_\_\_\_\_

2. **Program Study Site - Institution Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

3. **Program Contact Name (Host Institution):** \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address if different than above : \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

4. **In the event that a student does not arrive as scheduled or is delayed, please list the address to which student should go or phone number that should be called:**

**During normal business hours:** \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**After/business/holiday:** \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

5. **UFIC 24 Hour Emergency Numbers:**

AIG Assist: 713-267-2525 (collect) UPD: 352-392-1111

Executive Director - Susanne Hill: 352-273-1500 [shill@ufic.ufl.edu](mailto:shill@ufic.ufl.edu) (352-213-9536 after hours)

Fax: 352-392-5575

Please be ready to provide student's name, the program location and name, the nature of emergency, a number to call back, and other pertinent information. UFIC staff will be contacted by the University Police.