Emergency Contact Card

Name (Print): __________________________________________________________
School Address: __________________________________________________________
Insurance Provider: __________________________________________________________
Policy Number: __________________________________________________________
List Any Life Threatening Allergies:
   __________________________________________________________
   __________________________________________________________

Emergency Contact Information:
   Name: __________________________________________________________
   Phone: __________________________________________________________
   Relationship: __________________________________________________________

IMPORTANT: All participants must carry their insurance card (or a copy) with them while on a CUA sponsored trip.

Signed: ______________________________ Date: ______________________________

Emergency Contact Card

Name (Print): __________________________________________________________
School Address: __________________________________________________________
Insurance Provider: __________________________________________________________
Policy Number: __________________________________________________________
List Any Life Threatening Allergies:
   __________________________________________________________

Emergency Contact Information:
   Name: __________________________________________________________
   Phone: __________________________________________________________
   Relationship: __________________________________________________________

IMPORTANT: All participants must carry their insurance card (or a copy) with them while on a CUA sponsored trip.

Signed: ______________________________ Date: ______________________________
EMERGENCY PROCEDURES AND UNIVERSITY CONTACT INFORMATION

In an emergency, appropriate administrators can be reached through the Department of Public Safety, 202-319-5111.

Medical Emergencies: Secure appropriate emergency services using the information on the front of this card. Contact OCA during business hours or DPS to report the incident.

Legal Emergencies: Contact DPS to report the incident.

Missing Students: Contact DPS to report the incident.

Potentially Sensitive Press Inquires: Refer them to the Department of Public Affairs, 202-319-5600.

VAN PROBLEMS

University Van

Accidents: In case of an accident follow these procedures:
   a. Pull over out of traffic and stop the vehicle.
   b. Call the police.
   c. Get names of all of the individuals involved including names, license plates, and insurance information.
   d. Contact OCA or DPS.

Maintenance Problems: If the van has mechanical problems, park the van in a safe location and call OCA. Do not attempt to fix the van. If the vehicle is safe to drive, return to CUA and inform the Associate Director for Operations or the dispatcher at DPS of the problem. If the vehicle is not safe to drive, do not attempt to drive it. An attempt to pickup the riders will be made if you are within an hour of CUA.

Rental Van

Keep paperwork from the rental agency and follow their procedures

If you encounter any of these difficulties, please contact OCA during business hours when you return to campus (even if you had already called at the time of the incident).

Office of Campus Activities: 202-319-6003