

Emergency Email Template A:
Direct Impact

Dear [Work/Study Abroad Student OR Student's Name]:

Due to the current [SPECIFY ADVISORY - MEDICAL/WEATHER/POLITICAL/NATURAL DISASTER, ETC.] conditions in [SPECIFY REGION AND COUNTRY], I am contacting you as a Queen's University student who is registered with our Emergency Support Program, and is presently on work/study abroad program in [SPECIFY COUNTRY/REGION].

As per the [specify DFAIT/CNN/CBC] advisory for [SPECIFY COUNTRY], dated [DATE], "[INSERT COPY OF ADVISORY]".

Although the [SPECIFY ADVISORY] conditions may vary within [SPECIFY COUNTRY], I wanted to touch base with you and ask that you contact me to let me know how you are doing.

As a precautionary measure, please remember to carry the emergency contact card that was given to you at the pre-departure orientation session prior to leaving for your sojourn abroad. If you have misplaced your card, the number on the emergency contact card is (613)-533-6111 (24 hours, collect calls are accepted).

If you have not already done so, please remember to register with the Canadian (or if you do not hold Canadian citizenship, your country of citizenship's) Embassy or Consulate in your host country. The contact information for Canadian Embassies/Consulates worldwide is listed on the Department of Foreign Affairs (DFAIT)'s web site at <http://www.dfait-maeci.gc.ca/dfait/missions/menu-e.asp>.

Please also remember to check the DFAIT travel reports for your host country for up to date travel advisories. You can view these reports at http://voyage.dfait-maeci.gc.ca/destinations/menu_e.htm

In addition, we suggest that you contact your family and friends to let them know that you are safe.

If I, or any other Queen's staff, can be of assistance to you, please let me know.

Sincerely,

Kate Jennings

Emergency Email Template B:
Indirect Impact

Dear [Work/Study Abroad Student OR Student's Name]:

I am contacting you as a Queen's University student who is registered with our Emergency Support Program. As you are presently on a work/study abroad program in [SPECIFY COUNTRY/REGION] I wanted to let you know that we are aware of the [SPECIFY ADVISORY/NEWSCAST] in [SPECIFY COUNTRY/REGION].

While you may not be directly impacted by the [SPECIFY ADVISORY], I wanted to touch base with you and would ask that you contact me to let me know how you are doing.

Please remember to carry the emergency contact card that was given to you at the pre-departure orientation session prior to leaving for your sojourn abroad. If you have misplaced your card, the number on the emergency contact card is (613)-533-6111 (24 hours, collect calls are accepted).

If you have not already done so, please remember to register with the Canadian (or if you do not hold Canadian citizenship, your country of citizenship's) Embassy or Consulate in your host country. The contact information for Canadian Embassies/Consulates worldwide is listed on the Department of Foreign Affairs (DFAIT)'s web site at <http://www.dfait-maeci.gc.ca/dfait/missions/menu-e.asp>.

Please also remember to check the DFAIT travel reports for your host country for up to date travel advisories. You can view these reports at http://voyage.dfait-maeci.gc.ca/destinations/menu_e.htm

If I, or any other Queen's staff, can be of assistance to you, please let me know.

Sincerely,

Kate Jennings