



## SAFETY CHECKLIST

*Instituto de Lengua y Cultura Españolas (ILCE)*  
Facultad de Filosofía y Letras  
Universidad de Navarra (Spain)

### Medical Checklist: Before you leave your home country

- Visit your doctor, optometrist and dentist for a complete examination before you leave.
- Check with your insurance provider to ensure that your coverage is valid while you are abroad and to understand how to make a claim should you need medical care while you are away. Some national plans may not cover you abroad so please make sure to find out about this before leaving your home country.
- If you will be taking any medications abroad, pack an adequate supply in your carry-on luggage with a copy of the prescription, and check to be sure that the medications are legal in Spain.

### Safety and emergency checklist for Spain

Although Spain, and especially Pamplona, are known for their safety, it is always recommended that students exercise caution at night, especially in desolate areas.

- For **medical and other urgent emergencies** of any nature: **dial 112**
- In the case of **robbery, theft, mild illness, or other non-life threatening** contingencies **call your student leader** and he/she will advise you on the correct course of action.
- In the case of more **serious offenses** such as any physical aggression, abuse, or sexual assault, first **notify the police by calling 112**.
  - Afterward, notify the Dean of International Students of the ILCE directly.
- In the case that you **cannot express yourself accurately in Spanish**, you may first **notify the ILCE Dean of International Students** so that he accompanies you to the local police and/or other emergency medical centers.
- It is always a good idea to have one **trusted contact person listed first in your phone's number** listings. For example, it may be a good idea to list the student leader, or the Dean of International Students (Dr. Mark Gibson), simply as 'A' in your saved phone number in case you are injured and cannot notify anyone yourself. When emergency crews have to notify someone of an unfortunate injury, they start with the first number in the person's telephone. If your emergency contact person is listed as 'A' in your telephone, they will automatically contact this person first.

## Other Emergencies

- For emergencies or contingencies of a more personal or private nature, please contact Dr. Mark Gibson, the Dean of International Students at the ILCE.
- There are many services offered by the university such as grief counseling, treatment for depression and other private circumstances. In many of these cases, the student may not feel comfortable telling another student about this, so it is recommended to speak directly to Dr. Gibson.
- A companion service to accompany students to the different treatment sessions can be arranged in the case that the student does not speak Spanish well enough to inform the specialist of their problem.

## Disability Services

- The University of Navarra has a long pedigree of satisfying needs for students with physical and mental disabilities. All buildings are equipped with ramps for wheel chairs and elevators. Additional accommodations will be made happily at the request of the students.
- Also, the university has alternative assessment methods in place for students with learning difficulties arising from dyslexia, ADD and ADHD, among others. It is recommended that the student notify the university before arriving of any special needs, so that the university can inform individual professors of any special needs.

## Embassy Information

- Every Embassy in Spain has information for the safety of its citizens in the unlikely event that there is an outbreak of violence or act of terrorism. It is recommended that all international students register with the Embassy of their home country in order to receive updates in the unlikely event that such a scenario occurs. Below is a brief list of Embassies in Spain:

USA:	<a href="https://es.usembassy.gov/">https://es.usembassy.gov/</a>
U.K.:	<a href="https://www.gov.uk/government/world/organisations/british-embassy-madrid.es">https://www.gov.uk/government/world/organisations/british-embassy-madrid.es</a>
Australia:	<a href="http://spain.embassy.gov.au/">http://spain.embassy.gov.au/</a>
Canada:	<a href="http://www.canadainternational.gc.ca/spain-espagne/index.aspx?lang=eng">http://www.canadainternational.gc.ca/spain-espagne/index.aspx?lang=eng</a>
China:	<a href="http://www.fmprc.gov.cn/ce/cees/esp/">http://www.fmprc.gov.cn/ce/cees/esp/</a>
Japan:	<a href="http://www.es.emb-japan.go.jp/itprtop_es/index.html">http://www.es.emb-japan.go.jp/itprtop_es/index.html</a>
Taiwan:	<a href="http://www.taiwanembassy.org/es/">http://www.taiwanembassy.org/es/</a>
Germany:	<a href="http://www.spanien.diplo.de/Vertretung/spanien/es/Startseite.html">http://www.spanien.diplo.de/Vertretung/spanien/es/Startseite.html</a>
France:	<a href="https://es.ambafrance.org/">https://es.ambafrance.org/</a>
Italy:	<a href="http://www.ambmadrid.esteri.it/ambasciata_madrid/it/">http://www.ambmadrid.esteri.it/ambasciata_madrid/it/</a>
Syria:	<a href="https://www.embassypages.com/missions/embassy18036/">https://www.embassypages.com/missions/embassy18036/</a>
Lebanon:	<a href="https://www.embassypages.com/missions/embassy18024/">https://www.embassypages.com/missions/embassy18024/</a>