



A Non-profit Corporation for Student Exchange

# ETC Emergency Contact Procedure



Your Coordinator is your first point of contact.

Coordinator Name: \_\_\_\_\_

Phone Number 1: \_\_\_\_\_

Phone Number 2: \_\_\_\_\_

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



If you cannot reach your coordinator, call your field manager!

Field Manager Name: \_\_\_\_\_

Phone Number 1: \_\_\_\_\_

Phone Number 2: \_\_\_\_\_

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



The ETC office has a 24-Hour Emergency Service Number. The service is to be used if you can't reach your coordinator or field manager and it's an emergency that cannot wait until the following work day.

**ETC PHONE NUMBER: 1-877-222-9803**

