

## **Dear NSF Guest,**

We at the National Science Foundation want you to know that your safety is our prime concern. Before coming to the NSF or traveling for NSF, please monitor the national news to keep current on any situations that would make it unsafe for you to travel. If you are traveling to NSF and an emergency occurs, be it local or national, you have the following options:

- If you have NOT boarded or begun your travel, you should return home and await further information from your NSF contacts about rescheduling or cancellation of your meetings;
- If you are en route, you should do one of the following:
  - Make arrangements to return home immediately as soon as you arrive in the area or during an intermediate stop;
  - If air and/or rail transportation is shutdown, you should stay at a hotel or shelter with local family or friends;
  - Pursue alternate forms of transportation home such as rental cars and buses.

You will be given \$280/day as long as you are on travel status to cover expenses.

### **People on Site Visit Travel**

You should choose the safest option during a national emergency. For instance, you can choose to not continue the site visit and return home immediately; you may choose to remain on a site visit to monitor the situation and return home when it is safe; or you may choose alternate modes of transportation to return home if that is the safest option. As mentioned above, you will be given a flat rate to cover expenses.

### **Emergency While at NSF**

All guests who come to NSF will be given handouts that describe what to do in case of emergency. Depending on the situation, NSF is prepared to contend with everything from a government closure to an attack involving contaminants or other materials. For your own personal safety, you may want to refer to this website for information: <http://www.ready.gov>.