

Travel Safety Tips



The following Travel Safety Tips and Best Practices have been developed by the Global Security Team.



Pre-trip Checklist

- Make copies of your passport; keep a copy at home or with a trusted friend/relative.
- Keep a copy of your passport and emergency contacts in your travel bag.
- Share itinerary details with a trusted friend/relative.
- Avoid sharing travel plans on social media.
- Register with your country's embassy/consulate if traveling internationally.
- Confirm necessary vaccinations are up to date.
- Bring copies of prescriptions along with marked prescription bottles/packages.
- Leave jewelry and expensive items at home.



General Travel Advice

- Stay in a group.
- Avoid wearing expensive clothing and jewelry.
- Avoid displaying expensive items in public, including smartphones and other electronic devices.
- Avoid displaying large sums of cash.
- Avoid poorly lit, isolated areas.
- Use only trusted transportation.



Travel Safety - Best Practices

At the airport:

- After check-in, move directly through security to your gate; do not linger in areas outside the security checkpoint.
- Do not pack sensitive or proprietary information in your checked bags.
- Avoid putting the company name or logo on your luggage.
- Never leave bags unattended.
- Report suspicious behavior or unattended bags.
- In the event of a disturbance of any kind, move in the opposite direction.

At the hotel:

- At check-in, make sure the front desk does not verbally disclose your room number when other people are standing nearby.
- Avoid staying in a room on the ground floor, away from outside access.
- Keep your room door locked with the dead bolt and/or security chain/latch engaged, and only open the door to trusted or authorized personnel. Ask for identification before opening the door if you are unsure of a person's identity. Call the front desk to verify hotel employees.
- Keep valuables and documents in the hotel safe or in a locked suitcase.
- Do not leave sensitive information in the hotel room when are not present.
- Keep the "Do Not Disturb" sign on your door even when you leave the hotel for the day, maintaining the impression you are present.
- When returning to your room, do not unlock the door if a stranger is standing nearby; leave the area and return later. Do not enter your room if the door is already open, request assistance from the front desk.
- Do not discuss personal or sensitive matters in public areas of hotels.
- Meet associates or colleagues in the hotel lobby and not your room.
- Take note of the nearest emergency exit. Take alarms seriously and follow emergency procedures.

Protect your money:

- Use ATMs only at secure indoor locations such an upscale restaurant or hotel. Avoid ATMs on the street or in bank lobbies.
- Be discreet when paying; avoid displaying your cash when taking it out from your bag or wallet.
- Carry your purse or bag on the front of your body. Carry your wallet in your front pocket.
- Maintain all credit card and ATM receipts. Monitor your bank account for fraudulent activity.

Understand the criminal and reduce your vulnerability:

- Criminals prefer single targets.
- Criminals look for targets that are out of place and do not fit in, or those with apparent weaknesses. Favored targets include elderly, female, handicapped, and intoxicated foreigners.

Maintain an appearance of purpose and awareness:

- Do not look lost or refer frequently to a map in plain view of others.
- Walk as if you know exactly where you are headed even if you do not know.
- Keep your eyes off the ground, look directly ahead, with an occasional glance to the sides.
- Periodically survey your surroundings in a 360-degree arc.
- Always carry some cash in small and varied denominations to give to robbers (violence may occur if you have nothing to give on demand).
- Most criminal violence occurs after dark in isolated areas such as side streets and alleys in urban areas, vacant lots, empty buildings, and empty parks.
- Some at-risk areas of a city include immediately outside bars, nightclubs, or in the immediate vicinity of ports, train and bus stations.

What to do in the event of an explosion, gunfire, or other public security incident:

- Pay attention to announcements in public places advising of a suspicious object and follow instructions. Leave the area as soon as possible.
- Strictly follow the instructions of security and emergency personnel.
- Find a secure location; remain sheltered until you are certain the danger has passed. Silence your phone.
- If you hear an explosion, resist the urge to investigate. A second explosion may follow.
- If gunfire erupts, drop to the ground or get down as low as possible; try to shield yourself behind or under a solid object.
- Once you are out of harm's way, report your safety to the company.

What to do in a robbery:

- If approached by a thief, do not hesitate to surrender belongings. Criminals often respond with force if resisted.
- Hand over only what the perpetrator demands and nothing else, as the criminal might be satisfied and leave.
- Study your attacker's appearance if possible, so you can later identify them.
- Report the incident to your nearest embassy or consulate and the local police. Request a copy of the police report for insurance.

What to do if you are arrested:

- Remain calm. Avoid provoking the police or intelligence service that detained you.
- Ask to contact your nearest embassy or consulate.
- Do not admit any wrongdoing.
- Do not sign any documentation unless your embassy/consulate official or your trusted legal representation has reviewed it.
- Require identification from embassy/consulate officials and legal representatives.
- Do not agree to exchange assistance or information for your release. Wait for your embassy/consulate official to advise you.