

## Personal Safety Tips for Business Travelers

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The following safety tips are common sense suggestions for travelers when visiting foreign cities. When traveling abroad, stay on the 'main drag' and avoid dangerous areas of the City. Sightsee with your business associates, never alone, and don't do anything to draw attention to yourself.

- Leave a complete itinerary of your trip with your secretary or security manager.
- Carry an up-to-date medical insurance card.
- Learn key words of the language where you will visit. Know how to summon help.
- Label luggage with the Company address, not with your home address.
- Do not pack the following items in luggage (place in carry-on):

Checkbooks	House keys
Client/prospect information	Prescription medication
Contracts	Personal records
Custom software	Proprietary information
Electronic organizers	Samples or prototypes
- Leave money, passports, rail passes, airline tickets, and valuables in the hotel safe. Hotel employees may alert criminals to any large amounts of cash or jewelry.
- Never carry large amounts of cash. Keep large bills separated from smaller ones and avoid flashing bills in public places.
- Attempt to dress inconspicuously. Avoid wearing flashy or expensive jewelry, watches, etc.
- If renting a car, do not stop to ask pedestrians directions.
- Do not rent the largest automobile available unless it is really needed.
- Do not engage in lengthy conversations with strangers.
- Do not reveal plans for the day to other guests.
- Do not identify yourself or your Company when answering the phone in your room.

- Do not participate in tours not conducted by public agencies, hotels, or resorts.
- Be wary of strangers or new acquaintances that appear too eager to listen or who ask a lot of casual questions about plans for specific events. This person may be trying to assess if your hotel room is worth breaking into and, if so, when would be the best time.
- Do not invite strangers to your hotel room.
- Use operator-type elevators, if possible. Do not use stairways unless going with a group.
- Avoid working alone in an empty office or walking through less traveled corridors.
- Keys to the hotel room should be kept rather than being left with the hotel desk clerk when going out.
- Be wary of occupants in nearby parked cars, signs of forced entry into a car, anything underneath a car, and look for persons hiding in the rear of the car.
- Stay away from local activities that involve getting into crowds.
- If appearing at social functions is unavoidable, leave and return with a group.
- Do not leave your keys with parking lot attendants. Before leaving a parking lot, make sure that the exhaust pipe is unobstructed. Hold your keys in your hand as you approach the vehicle.
- Avoid bad neighborhoods and streets, especially in the evening hours. Try to drive in the center of the road, and if you stop at a stop sign, wait attentively. If you notice that a vehicle that precedes you is forcing you to slow down in order to make you follow it, pass it at the first opportunity.
- If you must use public transportation, use only licensed taxis. Check to be sure the photo on display is that of the driver and have the address of your destination written out in the local language to give to the driver. Do not share your taxi with a stranger.
- If you must walk alone, walk confidently at a steady pace close to the curb. Avoid the appearance of unfamiliarity with the area. Avoid doorways, bushes, and alleys. Look directly at strangers, but do not stare.
- Locate fire escapes and review the hotel's fire safety and evacuation plan.