

## TRAVEL TIPS

### BEFORE YOU GO

- Pre-trip planning and research is the most important factor to a safe and successful trip.
- Be aware of any potential situations at your destination, remain alert, and observe simple precautions.
- Monitor weather forecasts, key dates, holidays and major events for your destination.
- The key is to be aware of the levels of risk, any changes and act accordingly.
- Trips to foreign countries can require additional medical and security precautions, so review your government's international travel advisories before departure. Register with your government's embassy or consulate.
- Clean out your wallet or purse and remove any items not needed for your trip.
- Visit your airline's website the night before and day of your travel to see if any changes have occurred to your airline, flight, or airport that could affect your trip.
- Communication is the most important aspect of managing risk. Keep a mobile device and charger, calling card, and coins handy. Pre-program your mobile device with key contact numbers prior to travel. Be sure that your mobile phone has both voice and text messaging service at your destination and surrounding countries. Check with your local mobile provider regarding additional service charges prior to travel.
- Make sure that family and/or friends are aware of your travel plans, particularly if changes are made. Arrange to make regular "check-in" calls.
- Cyber security is important. Have a plan to protect all your electronic devices and files prior to travel.

### TRAVEL DOCUMENTS AND CURRENCY

- Make sure that your passport is current with a minimum 6 months prior to expiration.
- Confirm all visa requirements will be met and are current.
- Be aware of any applicable arrival/departure taxes.
- Photocopy your passport page and your credit cards. Give one copy to someone at home. Take one with you, but keep it in a secure place, separate from your actual passport and credit cards.
- Make a list of contact numbers for your credit card companies. Don't travel with more than two credit cards. Notify your bank of your travel plans prior to traveling outside the country.
- Make sure that all required vaccinations are up to date and that you have the appropriate documentation.
- When traveling, keep some local currency and one credit card in your wallet or purse. Store the balance of your credit cards and cash in a money belt or similar device worn under your clothing.
- RFID, Radio Frequency Identification, technology is used in credit cards, debit cards, passports, employer/government ID cards, highway toll pass cards and subway passes. Protect identify theft by using an RFID blocking wallet or passport holder, which contain a metal shield to block radio frequencies.
- When at all possible, avoid carrying large amounts of cash. Withdraw money from an ATM as you need currency.

- Deal only with authorized agents when exchanging money. Do not change money on the black market. Make sure that your credit card is returned to you after each transaction.
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- Use only one card during your trip, keeping any others as backup in the event that fraud occurs on the card in use.
- Establish online access to your card so that you can monitor any unauthorized use while traveling.

## GENERAL

- Bring a sufficient supply of needed medications. Carry prescription medicines in your carry-on bags in their original pharmacy containers.
- Carry-on luggage will be searched. It is best to limit carry-on items. Be aware of those items that cannot be taken on the aircraft.
- Do not wear expensive jewelry, watches, etc. and leave items of personal or sentimental value at home.
- For safety purposes maintain a low profile and vary your routine
- If you are being met at the airport, make sure the arrival placard displays a prearranged word or number of your choice and not your name. When asked, the person holding the sign must be able to tell you your name.
- Most crime occurs between 8 p.m. and midnight on dark, isolated streets. There is safety in numbers, so walk with another person or a group whenever possible.
- Plan your airport arrival so that you have enough time for processing. Arrive at the airport at least three hours prior to departure for international flights and two hours prior to departure for domestic flights.
- Inspect all luggage and travel documents prior to arrival at the airline check-in desk. Do not leave your luggage unattended. Never agree to carry anything on board or in your luggage for anyone else.
- After you have checked in, spend minimal time in the airport public areas. As soon as possible, go through security and into the departure lounge.
- Monitor your belongings carefully as you go through the security check process. Be alert when clearing security and at all times.
- When you arrive, familiarize yourself with a local map. Vary your schedule, routes, and mode of travel. Be systematically unsystematic. Do not walk to and from your hotel. Take a taxi or association provided transportation.
- Choose taxis recommended by the hotel or restaurant. Be sure that each taxi is licensed. Ask hotel staff, a police officer. Tell the driver your destination only after the vehicle is in motion.
- When riding in a vehicle, always lock the doors and close the windows.
- In areas where they exist, strictly adhere to roadblocks and curfews.
- If approached by a suspicious person, cross the street, change direction, approach a policeman, or enter a store or other public building.
- Beware of pickpockets, as they can be anyone. Men should keep their wallet in their front, rather than their back, pocket. Women should carry a sturdy bag with a strap over their shoulders on the side away from the street, with the bag in front and their hand on the clasp.
- If you are robbed, do not resist. Nothing takes priority over your life.
- If your passport is lost or stolen, immediately contact the local embassy or consulate for a replacement.

- If your possessions are lost or stolen, immediately report the loss to the local police. Keep a copy of the police report for insurance claims. After reporting missing items to the police, report the loss or theft of any credit cards and airline tickets. This will be much easier if you have kept a copy of them.
- Always know the location local police stations, hotels, and hospitals.

## ACCOMMODATIONS

- When registering, ask for a second or third story room instead of ground level, as this reduces the risk of break-in. It also makes it easier to escape in the event of fire. Remember that most fire department ladders cannot reach above the seventh floor.
- Ask for a room that does not face the street or main entrance.
- Check the windows and doors, including adjoining ones, to make sure that they are secure. Immediately report defective ones to hotel reception.
- Keep your hotel door locked at all times and meet visitors in the lobby.
- Do not leave money or other valuables (laptop) in your hotel room while you are out. Use the hotel safe located in your room or at the front desk. Do not leave business documents, travel itineraries, or personal information in the room unsecured.
- When you are out late at night, let someone know when you expect to return.
- If you are alone, do not get on an elevator with a suspicious looking person.
- Upon entering your hotel room for the first time, read the fire safety instructions in your room and know how to report a fire. Be sure that you know the location of the nearest fire exits, as well as alternate exits. Count the number of doors from your room to both exits in the event that the corridor becomes dark or thick with smoke.
- If the fire alarm sounds, be ready to respond.
- If you awaken and see or smell smoke, do not stand. Fires often produce deadly poisonous gasses that rise to the ceiling. Instead, roll out of bed and onto the floor. Get your key and crawl to the window or door.
- Feel the door before opening it. If it is cool, open it slowly and move to the nearest fire exit, taking your key and crawling if the air is smoky. Do not use the elevator. If the exits are inaccessible, return to your room.
- If your door is hot, do not open it. Your room may be the safest place. Seal all cracks with wet towels, and turn off any fans or air conditioning. Telephone for help or signal from the window. Fill the ice bucket and garbage can with water to keep the door cool.