BCD travel

Managing Travel Risk: Keeping Travelers Safe

TAKING A FLIGHT

Even if you travel regularly, it's always prudent to revisit key safety practices. In this note, we've highlighted precautions you can take to stay safe by minimizing potential risks when taking a flight.

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Before heading to the airport

- ☐ Pack an adequate supply of any medication in your hand luggage, ensuring you have more than enough for the duration of your trip, in case there's any delays or disruption. If traveling abroad, make sure medications remain in their original packaging and are accompanied by prescriptions or medical letters.
- ☐ Check your destination's import restrictions on medicines and food.
- ☐ Spread out credit cards and cash in case of theft.
- ☐ Carry printed copies of critical phone numbers: your country's consulate/embassy, family members and your employer's emergency contact.
- ☐ Prepare your mobile devices for potential inspection. Review what may be visible during a basic inspection and consider offloading content. Consider traveling with a clean device, i.e., a phone with only basic applications.

At the airport

- ☐ Carry sufficient food/water on board if there is no inflight service.
- ☐ Don't reveal your hotel details to strangers.
- ☐ Carry valuables, travel documents and medication securely with you and never in your checked baggage.
- ☐ Be careful when using public Wi-Fi and don't access sensitive information.
- ☐ Never leave your luggage unattended or with a stranger or carry anything for someone else.

On the flight

- ☐ Take your valuables and passport with you if leaving your seat.
- ☐ Keep hydrated and don't drink too much alcohol.
- ☐ Stay healthy by exercising while seated and wearing compression socks on longer flights.
- ☐ Avoid connecting to a USB port to charge your mobile devices, as this may allow data to be accessed.
- ☐ Avoid viewing sensitive information on any mobile device.

On arrival

- ☐ Before you exit the plane, power off your phone and other devices to limit access to them and help protect your digital privacy. Stow them away unless asked by border officials to present them.
- ☐ Have documents and any completed government declaration forms ready to hand over to officials. Be ready also to show your flight ticket/boarding pass if asked.
- ☐ Respond to the officer's questions with concise, honest answers. If you don't understand something, politely ask them to repeat it.
- ☐ Remember to retrieve all checked luggage.
- ☐ Plan how to exit the airport in advance, to avoid standing out as a tourist on arrival.
- ☐ Carry some cash to exchange into local currency on arrival, in case airport ATMs are not working or debit cards are not accepted.

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AT THE HOTEL

Even if you travel regularly, it's always prudent to revisit key safety practices. In this note, we've highlighted precautions you can take to stay safe by minimizing potential risks when staying at a hotel.

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Before arriving at the hotel

- ☐ Select a hotel close to your intended destination, taking care to avoid high-crime areas.
- ☐ Choose a hotel with a 24-hour staffed reception and controlled access to accommodation areas.
- ☐ Consider employer or work colleague recommendations when selecting a hotel, to ensure they meet your needs.

On arrival

- ☐ Have a valet park your car to reduce the risks of the walk from the parking area to the hotel entrance.
- ☐ Request a room between the 3rd and 7th floor.
- ☐ Do not disclose that you are traveling alone.
- ☐ Consider taking a room on women-only floors if you are female and visiting a country with a gender-segregated society.

When in your hotel room

- ☐ Establish emergency evacuation plans and the location of the nearest emergency exit.
- ☐ Confirm all locks are operational for all points of room access.
- ☐ Ensure that the room telephone is functional, and that you can phone hotel staff or emergency services in an emergency.
- ☐ Enhance your security and privacy using peephole covers and door jams.
- ☐ Do not answer the door, unless expecting a visitor or room-service delivery.
- ☐ Store all valuables, including travel documents and passports, securely, and in a safe, if possible.

When out and about

- ☐ Make it appear your room is occupied, by displaying the Do Not Disturb sign on the door or by leaving the television on.
- ☐ Carry an offline record of the hotel address with you.
- ☐ Never disclose your name or room number to other guests or strangers.
- ☐ Remove the room key from the sleeve that may have your room number on it.
- ☐ Try not to make it obvious when in the bar, restaurant or gym, that you are traveling alone.
- ☐ Keep your room key hidden and secure.

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USING GROUND TRANSPORTATION

Even if you travel regularly, it's always prudent to revisit key safety practices. In this note, we've highlighted precautions you can take to stay safe by minimizing potential risks when using ground transportation.

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When using public transportation

- ☐ Check that it is safe and reliable.
- ☐ Ensure services are operating from the airport at your time of arrival, and that it's safe to use them at this time.
- ☐ Avoid using it during peak travel hours when services may be overcrowded or full.

When using a rental car

- ☐ Confirm license requirements for international destinations, e.g., International Driver's Permit.
- ☐ Use company-approved car rental, paying with a corporate charge card. Ensure insurance and protection have been negotiated by your company.
- ☐ Inspect the vehicle for its condition, safety features, correct tire inflation, tread and spare wheel, adequate fuel level and tools.
- ☐ Confirm the fuel type and how to refuel the car.
- ☐ Ensure the car rental agency provides an emergency contact number.
- ☐ Consider local weather conditions, which may warrant extra safety features, such as wheel chains or snow tires.
- ☐ Have a valet park the car to reduce the risks of the walk from the parking area to the hotel entrance.
- ☐ Familiarize yourself with local traffic laws before getting behind the wheel. Establish the route and traffic conditions in advance.
- ☐ Always wear a seatbelt, and never drive under the influence of alcohol or drugs.

When using a chauffeured service or taxi

- ☐ Pre-arrange chauffeured services with a trusted company with clear security standards.
- ☐ Avoid using your name and company name on the ground transportation greeting placard.
- ☐ Only enter a vehicle after confirming it is the pre-arranged vehicle, by verifying the license plate, driver name, etc.
- ☐ Do not discuss personal details or be overly familiar with your driver.
- ☐ Never share a ride with a stranger.
- ☐ Put your luggage in the trunk yourself to make sure it doesn't get stolen.
- ☐ Avoid putting valuables on the seat. Instead, place them on the floor near your feet.
- ☐ Keep windows up and doors locked to avoid theft and always use seatbelts.

When taking the train

- ☐ Store your luggage within sight, if possible.
- ☐ Avoid scheduling late-night transfers, particularly if long layovers are involved.

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AT THE DESTINATION

Even if you travel regularly, it's always prudent to revisit key safety practices. In this note, we've highlighted precautions you can take to stay safe by minimizing potential risks when staying at an unfamiliar destination.

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Before your trip

- ☐ Ensure you have all the necessary documentation for entry, including passport, visas, proof of health insurance and vaccination certificates.
- ☐ Take both digital and hard copies of your passport and visas, leaving one paper copy at home.
- ☐ Ensure you are adequately covered for medical, security and trip disruption assistance and know whom to contact in an emergency, storing numbers in your mobile phone as well as a print form.
- ☐ Pack any medication and clothing beyond the duration of your stay in case of disruption.
- ☐ Plan to travel in casual attire; refrain from wearing expensive jewelry and watches or carrying expensive luggage.
- ☐ Research the destination for potential risks to your health and safety and any local customs you should observe.
- ☐ Prepare for the weather conditions at the destination.
- ☐ Make sure you have the right electrical adapter for your destination.
- ☐ Pack a power bank and flashlight in case of power outages.

In the vicinity of the hotel

- ☐ Familiarize yourself with the surroundings, location and accessibility.
- ☐ Remember, safety levels could be very different after dark.

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When eating out

- ☐ Only eat food that is properly prepared and served hot, and avoid street food.
- ☐ Never leave food or drink unattended.
- ☐ Drink only from sealed cans or bottles.
- ☐ Take extra care when drinking water, sticking to bottled water where possible, and only consume ice made from bottled or purified water.
- ☐ Only consume dairy products that have been pasteurized.

When out and about

- ☐ Be aware of your surroundings and avoid large crowds, such as protests.
- ☐ Dress appropriately, and do not wear expensive clothing and accessories, as these could attract undue attention.
- ☐ Avoid spending time consulting a map or your phone, as this may make you a target of petty crime.
- ☐ Always carry ID and know how to contact the police and other emergency services.
- ☐ Consider carrying a fake wallet as a decoy for thieves.
- ☐ Use ATMs inside banks or hotels, avoiding those with street access.
- ☐ Take extra care when visiting government buildings, as these could be terrorism targets. Religious and other institutions may also be targets.
- ☐ Be alert when crossing the street, especially in countries where people drive on the opposite side to what you're accustomed to.

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