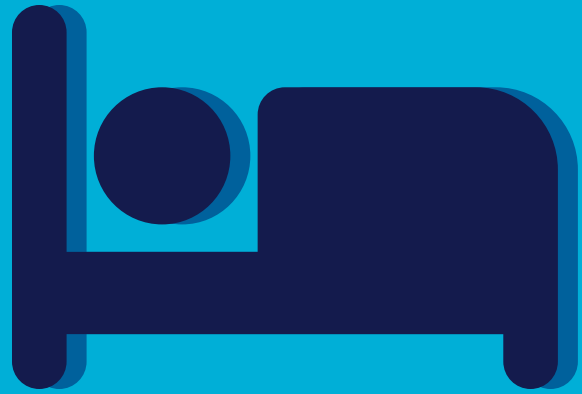


# Managing Travel Risk: Keeping Travelers Safe **AT THE HOTEL**

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.