



## Business travel safety and security tips

Whether it's a first-time business trip, or you are a seasoned business traveller, your safety, security and wellbeing should be a central part of your travel plans. To follow are some simple but essential tips.



### BEFORE YOU TRAVEL

#### FOREIGN & COMMONWEALTH OFFICE (FCO) TRAVEL ADVICE

- Read the FCO travel advice for the country that you are visiting. It provides essential information including entry requirements, medication restrictions, health advice, safety and security, local laws and customs and much more.

#### TRAVEL INSURANCE

- Never travel without insurance.
- Take a copy of your company insurance policy and emergency contact number with you.
- If you are extending a business trip for leisure purposes, check your company insurance covers you for your entire stay.
- Leave your travel details and itinerary with a family member or emergency contact.

#### 24-HOUR EMERGENCY ASSISTANCE SERVICE

- Familiarise yourself with the emergency assistance service provided by your company and how to access the service. Have their contact details to hand.

#### MEDICATION

- Check the FCO travel advice for any medication restrictions for the country that you are visiting.
- Carry a copy of your prescription and a sufficient supply of medication in your hand luggage.



### TRAVEL

- Book local travel arrangements in advance and carry a copy of your itinerary and contact details with you.
- Keep your mobile phone with you with the batteries charged and be aware of roaming charges.
- Use offline map apps on your phone. Google Maps, Maps.Me and Citymapper all allow you to save locations (such as your hotel) and navigate whilst offline.



### ACCOMMODATION

#### WHEN YOU ARRIVE

- Check the accommodation facilities and safety features. If you notice any defects or hazards report them to the hotel and/or your travel provider.
- Read the fire instruction notice displayed in your room.
- Familiarise yourself with the escape routes and locate the fire exit nearest your room.

#### IF A FIRE OCCURS

- Evacuate immediately – don't stop to collect personal belongings. Use the nearest escape route.
- Close any doors behind you.
- Raise the alarm.
- Go to the assembly point.
- If you can't leave your room, close all the doors, put wet towels or clothes round the door seals, contact reception and shout for help from the window.



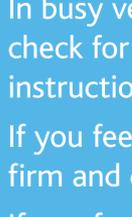
### SECURITY

- Where available, use the room safe for your travel documents, company equipment, passport and other valuables.
- Lock your door even when inside your room.
- Exercise caution when opening the door to a visitor and ask them to identify themselves.
- If you see someone or something that looks suspicious, report it to reception or a member of staff immediately.
- Follow the advice and instruction of the staff or local authorities.

#### IF A SECURITY INCIDENT OCCURS

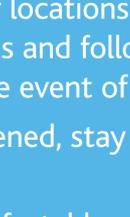
If you are caught up in an incident and are not sure what action to take, follow the guidance to 'Run, Hide, Tell' which can be applied to many places and situations both at home and overseas.

#### RUN



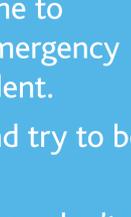
Run to a place of safety. If there's nowhere to go, then...

#### HIDE



it's better to hide. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can...

#### TELL



then finally and only when it is safe to do so... call the police.



### PERSONAL SAFETY AND WELLBEING

- Keep valuables, such as your wallet or bag close to you at all times.
- In busy venues or locations take time to check for fire exits and follow all emergency instructions in the event of an incident.
- If you feel threatened, stay calm and try to be firm and direct.
- If you feel uncomfortable or in danger, don't be afraid to draw attention to yourself. Make a fuss and make people aware that you feel threatened.
- Keep your drink with you at all times.
- Never accept drinks from anyone you don't completely trust.
- If you are the victim of a crime, report the matter to the local police and your travel provider immediately.

#### USING A TAXI

- Be aware of your company's policy on the use of taxis – use reputable licenced companies.
- Never accept a lift from an unlicensed taxi, a stranger, or someone you don't completely trust.
- Sit in the back of the taxi, and if you chat to the driver don't give them any personal details.



### FOOD AND DRINK

- Ask for information on meal ingredients if you have food allergies.
- Make sure your food has been thoroughly cooked and is still hot when served.



### ACCIDENTS AND ILLNESS

- If you fall ill or have an accident during your business trip, seek medical attention, report it to reception and alert your company as soon as possible.

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