Before you travel

ABTA 2019 TRAVEL ADVICE

Business travel safety and security tips

Whether it be a first-time business traveller, or you're an experienced corporate traveller, your safety, security and wellbeing should be a central part of your trip. To follow we have put together a series of travel safety, security and security tips.

Before you travel

• REASONABLE SECURITY PRECAUTIONS
  - Choose a safe and reputable airline.
  - Have your passport and travel insurance in your hand luggage.
  - Check your company’s travel policy for details of recommended service providers.
  - Book all travel arrangements in advance and get a copy of the company insurance policy.
  - Keep your travel itinerary and contact details to hand.

• MEDICATION
  - Carry a copy of your prescription and sufficient supplies of your medication.
  - Check the FCDO travel advice for any medication restrictions.

• TRAVEL INSURANCE
  - Take a copy of your company insurance policy.
  - Never travel without insurance.

Accommodation

• WHEN YOU ARRIVE
  - Read the fire instruction notice displayed in your room.
  - Familiarise yourself with the escape routes and emergency equipment available in the accommodation.

• IF A FIRE OCCURS
  - Immediately evacuate your room and use the nearest escape route.
  - Close any doors behind you.
  - Raise the alarm.
  - Go to the assembly point.
  - Evacuate immediately – don’t stop to collect personal belongings.

• IF A SECURITY INCIDENT OCCURS
  - Keep your door closed and lock it.
  - Call the hotel reception and shouts for help from the window.
  - If you feel threatened, stay calm and try to be firm and direct.
  - Ask for information on meal ingredients if you have food allergies.

PERSONAL SAFETY AND WELLBEING

• FOOD AND DRINK
  - Make sure your food has been thoroughly cooked and is still hot when served.
  - Keep your drink with you at all times.
  - If you see someone or something that looks suspicious, report it to reception or a member of staff immediately.

• ACCIDENTS AND ILLNESS
  - If you fall ill or have an accident during your business trip, seek medical attention, report it to the local police and your travel provider immediately.

• TRAVEL
  - Be aware of your company’s policy on the use of taxis – use reputable licenced companies.
  - Sit in the back of the taxi, and if you chat to the driver don’t give them any personal details.
  - Never to a place of safety. If there’s nowhere to go, run to a place of safety. If it’s better to hide. 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.

• SECURITY
  - If you feel threatened, stay calm and try to be firm and direct.
  - Ask for information on meal ingredients if you have food allergies.
  - Exercise caution when opening the door to a visitor and ask them to identify themselves.
  - Lock your door even when inside your room.
  - Where available, use the room safe for your travel valuables.
  - Keep your mobile phone with you with the supply of medication in your hand luggage.
  - Carry a copy of your itinerary and contact details to hand.
  - Have their assistance service provided by your company.
  - Leave your travel details and itinerary with a family member or emergency contact.

ABTA – THE TRAVEL ASSOCIATION

The member association of the global travel and tourism industry, representing 10,000 companies across the UK, including tour operators, airlines, leisure companies and travel agents. ABTA is a leading force for our member companies, supporting new entrepreneurial initiatives and providing travel professionals with the confidence to develop their businesses.

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