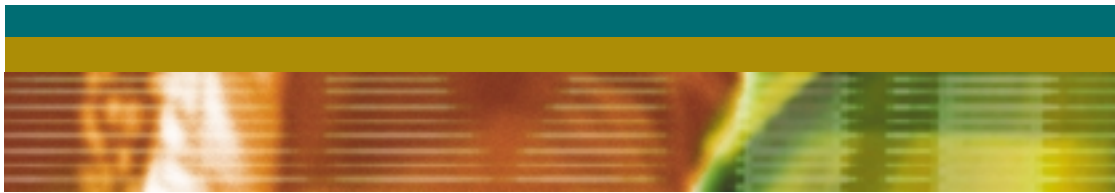


# Security Tips for Business Travellers



**ASIM**



Company executives travelling abroad should ensure they are fully aware of any security risks in the countries they intend to visit, and that they take the relevant security precautions.

The latest worldwide security information can be obtained from a number of reliable sources. Contact details are listed at the end of this pamphlet.

### Planning your trip

If travelling to a high-risk area you should bear in mind the following guidelines when planning your trip:

- Check if there are any visa requirements, medical precautions or prohibited items.
- Book the complete itinerary through a reliable travel agent using the travel agent's rather than your company's name.
- Ensure that a colleague in your office has a copy of your itinerary and contact details. Keep him/her informed of any changes.
- Ensure that your itinerary is treated in confidence outside the office.
- Take photocopies of the details page of your passport, visas and tickets and keep them separate from your passport, wallet or purse.
- Travel documents collected abroad should be picked up from the travel agent by a trusted messenger.
- Book accommodation in large, international hotels.
- Check the security and maintenance record of air carriers. Confirm that the flight is by the nominated airline and not a partner. Wherever possible use a direct flight.
- Do not wear expensive watches or jewellery.
- Whenever possible, dress casually for your flight.
- Arrange to be met at your destination

and agree a discreet way of identification to avoid the use of signs displaying your or your company's name.

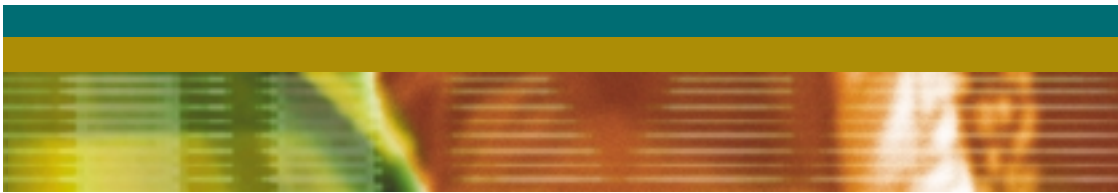
- Take a small amount of local currency or US\$ to avoid the need for changing money at the arrival airport.
- Make sure you have the numbers needed to cancel credit cards or travellers' cheques in the event of a loss.

### On arrival at your destination

- Complete the Landing Card and Customs form on the aircraft. Write as clearly as possible and, if questioned by an immigration official, be truthful.
- To avoid using airport porters, ensure you can carry all items of luggage yourself.
- Have the stub of the airline hold luggage label available for checking by security at the exit.
- Check the credentials of the person who is meeting you.
- If you are not being met, use only an official and not an independent taxi. Be wary of people posing as taxi drivers. If in doubt, seek help from the information desk.
- Be alert to what is going on around you as bogus taxi drivers, pickpockets and thieves operate at many airports.
- Do not take photographs at any time.

### At your hotel

- When checking in to a hotel in high-risk areas do not disclose your occupation, position, company, or the name of the organisation you are visiting. Give a shortened version of your address.
- Ask for a room on the second to tenth floors, near a fire exit but not fronting on to any roofs or trees that may provide access. If you are not comfortable with the security of your room, ask for a change.
- Read the Emergency Procedures and check the exit route.
- Keep your room door locked at all times and, if there is one fitted, always use the security chain while you are in your room.
- Identify any visitors before allowing them into the room. If in doubt, ask for help from reception.
- Always use the safe in your room or, if there is not one, the hotel's safe deposit box for cash, travellers' cheques, or valuable personal items. Lock your computer and any sensitive documents in a safe or suitcase.
- Do not discuss your plans/itinerary in public or with strangers. Be discreet when using a mobile phone in public.
- If there is a choice, vary the hotel exit you use.



## During your visit

### General

- Confirm your arrival to your office and call in regularly.
- Do not carry large sums of money and never resist a mugger. Report any incident to the police to support your insurance claim.
- Do not carry all your credit cards, travellers' cheques and money with you. Divide them up.
- Always carry the telephone number of the office or client you are visiting, the police, the hotel and your national embassy – as well as coins or tokens for public telephones.
- If national governments advise that residents and visitors should register with the embassy during times of heightened risk, do so.

### Travelling by road

- Avoid taking a taxi off the street. Order taxis at the last possible minute through the hotel staff.
- Lock car doors and only open windows to a maximum of three inches.
- Vary any regular routes used, avoiding back streets and deprived areas. Arrivals and departures at locations should be at irregular times.
- Be alert to all things happening around you - particularly to following vehicles or staged traffic incidents.
- Get in and out of your car as close to building entrances as possible.
- Take note of 'safe havens' on the route to your destination, i.e. police stations, hotels, hospitals, shopping malls.
- If involved in an accident, do not stop as the accident may have been staged. Drive to a safe location and report it to the organisation you are visiting and the local police.

### On Foot

- Use a local street map and plan your route before setting out.
- Avoid walking alone especially after dark. If unavoidable, use well lit, busy streets. Identify and avoid deprived areas.
- Avoid disputes, commotions or large gatherings. Always avoid groups of people loitering in the street. If approached by a stranger, who attempts to start a conversation, keep walking and pretend not to understand his/her language
- Be alert to what is happening around you. If at all suspicious, window shop, cross the road, retrace your steps or enter a shop.
- Make yourself aware of any common scams that happen in the cities you are visiting and plan how to react if approached ('Scams' advice available from ASM).

### At the host office

- Inform your host of your accommodation and travel itinerary as well as daily arrival times – in person rather than on the telephone.
- Avoid discussing your arrangements with other employees.
- Do not leave personal or business documents unattended in offices.

## At the departure airport

- Before leaving for the airport, check the flight is on time to avoid a long wait in a public area.
- Dress casually to look like a tourist rather than an executive.
- Carry your wallet, passport and tickets either in an inside coat pocket or a secure purse.
- Immediately after checking in, pass through Security and Emigration to the secure area of the airport. Use a private lounge whenever possible.

### Useful contacts for country information and travel advice

UK Foreign Office Country Reports -  
[www.fco.gov.uk/travel](http://www.fco.gov.uk/travel)

State Department Advisory Reports -  
<http://www.travel.state.gov>



Asset Security Managers (ASM) is the world's number one Kidnap & Ransom insurance and re-insurance broker and Aon's only dedicated Kidnap & Ransom and Crisis Management resource.

ASM's Corporate Protection Plan provides individuals and commercial organisations with the most comprehensive cover available on the market against Kidnap & Ransom, Extortion, Wrongful Detention and Hijack.

For further information please contact us at  
[enquiries@asm-uk.com](mailto:enquiries@asm-uk.com)

or visit our website  
<http://www.asm-uk.com/>

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