Security tips for business travellers
Planning the trip

If travelling to a medium or high risk area, take the following into consideration when planning the trip:

- Access commercial and governmental country information services to check any visa requirements, medical precautions or prohibited items and security advisories.
- Book the complete itinerary through a reliable travel agent and consider using the travel agent's name rather than the company's name.
- Ensure that a colleague in the office has a copy of the itinerary and contact details. Keep him/her informed of any changes.
- Ensure that the 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.
- Do not display luggage tags that could raise your profile to the casual observer.
- Travel documents collected abroad should be picked up from the local travel agent by yourself or a trusted messenger or courier.
- Book accommodation in large, international hotels in a safe area of the city.
- Check the security and maintenance record of airlines that fly to the destination. Confirm that the flight is with the nominated airline and not a code share partner. Wherever possible use a non-stop or 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 name or your company's name. Obtain details of the person who is meeting you so you can positively identify them before accompanying them to their vehicle.
- Take a small amount of local currency or US$ to avoid the need to change money in the public areas of the arrival airport.
- Make sure you have the contact numbers needed to cancel credit cards or travellers' cheques in the event of a loss.

Arrival airport

- 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 luggage compartment label available for checking by security personnel at the exit of the baggage reclaim hall.
- Check the credentials of the person who is meeting you before accompanying them to their vehicle.
- Keep a firm hold on any bags you are carrying and be wary of people trying to distract you or make you put down your bags.
- 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 airport information desk or a taxi reservation kiosk in the airport building.
- 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 the hotel**

- When checking in to a hotel in medium or 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 to be moved.

- 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 or deadlock 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 of exits from the hotel, vary the one you use.

**During your visit**

**General**

- Contact your office to confirm your safe arrival and call in regularly.

- Do not carry large sums of money on your person 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 and leave some in the hotel safe.

- 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 your national government advises 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 isolated or poorly lit streets and deprived areas. Vary your arrival and departure times and routes at locations that are visited regularly.

- 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 the building entrance as possible. If possible, use entrances that are out of sight from the street.

- Make 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 the accident to the organisation you are visiting and the local police.
On foot

- Consult 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 (advice on scams is available).

At the host office

- Inform your host in person of your accommodation and travel itinerary as well as daily arrival times.

- Ask your host for local security advice.

- Avoid discussing your arrangements with other employees.

- Do not leave personal or business documents unattended in offices.

Leaving the country visited

- 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.

- Ensure your exit documentation is in order before leaving for the airport.

- DO NOT agree to carry any packages for anyone.

- When checking in at the airline desk, ensure your bags are within your sight and reach at all times. Be wary of being distracted by strangers.

- Immediately after checking in, pass through security and emigration to the secure area of the airport. Use a private lounge wherever possible.
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