If in a remote or high risk location:

1. Avoid rooms on the ground floor as they are easier for criminals to access.
2. Ask for rooms near the lift as there is greater footfall, making them safer.
3. Ensure reception hasn’t announced your room number, if they do request a new room.
4. Ask reception not to tell anyone your room number.
5. Avoid adjoining rooms, or interlocking balconies.
6. Check door locks, and has deadlock and peephole.
7. Smoke and fire detectors/alarms.
8. Safe is secure and works.
9. Read fire safety plan.
10. Walk route to exit, count doors along route (in case of poor visibility), check exit opens and is clear beyond.
11. Dead lock door when in room, if no deadlock use a door wedge.
13. If not expecting anyone do not answer door.
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20. Dead lock door when in room, if no deadlock use a door wedge.
22. If not expecting anyone do not answer door.

Emergency procedures

• In an emergency: Knows destination
• Sober
• Speaks language
• Knows destination

If in a remote or high risk location:

• Emergency procedures
• Alternative routes

Advice:

- Unless essential avoid self-driving. A trusted driver can act as an extra layer of security, a diplomat and translator and can add considerably to the safety and success of your trip.
- If local script is different, ask your hotel to write down alternative routes
- If relevant: Insect repellent (preferably 50% DEET)
- Sunscreen
- Sunhat, sun glasses
- Some locations: Sunburn (topical anesthetic cream, hat, sun glasses
- Keeps in mind: Be prepare for different climates, local culture

Vehicle Checks

1. Tires
2. Seatbelts
3. Locks
4. Windows
5. (Taxi) meter, license
6. Driver • Sober • Speaks language • Knows destination

If in a remote or high risk location:

• Emergency procedures
• Alternative routes

Accommodation Checks

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Country & Culture: Research > Behavior

1. Country Background
   - Read government & other advisories to understand more about your destination, especially on your first trip there.

2. Social Unrest
   - Are there any upcoming elections or political disputes which will disrupt your trip?

3. Culture
   - Will there be language issues. Are they sensitive dates: Ramadan and public holidays. Are local customs for women different to your home.

Documents:
- Passport
- Visa/pre-travel authorization
- Insurance
- Tickets
- Reservations
- Guidebook
- Copy of docs
- Scans of docs
- If required: Yellow Fever Cert.
- Driving License

Other:
1. ..................................................
2. ..................................................

Health:

Check ups:
- Medical
- Routine vaccinations
- Dental
- Eyes

Trip specific:
- Vaccinations
- Antimalarials
- Yellow Fever
- Prescription drugs
- Repeat prescription
- Spare glasses/contact lenses

Any other personal factors:
1. ..................................................
2. ..................................................

Journey Management:

Trip details recorded with:
- Work
- Family
- Dependent upon location: Assistance/security

Do you need to actively check in?
- If yes, to who:
  ..................................................
  Frequency e.g. daily
  ..................................................
  When (at what time?)
  ..................................................
  Phone number:
  ..................................................

From your itinerary:

Where are you going?
- Documents
- Country & Culture
- Health
- Insurance

When are you going and for how long?
- Accommodation
- Journey management
- Finance
- Home preparation

Who can help you?
- Contacts

Finance:
- Credit cards
- Cash
  - do you have enough for the trip?
  - do you have discreet storage?
  - do you need local or hard currency?

Emergency source
- (hidden spare card or cash)

Travel Wallet
- (contains only what you need for one trip)

Insurance:
- Read your travel insurance. Are you covered for all possessions/activities?
  - Work related (especially if client organized activity)
  - Own time (do you have any non-work activities planned during your trip and are you covered by your insurance?)

Home Preparation:

Is your home safe while travelling – how long are you away, what measures have you in place?

Contacts:
- Work emergency contact:
  ..................................................
- Hotel:
  ..................................................
- Local office/client:
  ..................................................
- Transport company:
  ..................................................
- Driver (if specified):
  ..................................................
- Insurance:
  ..................................................
- Assistance (if different to insurance):
  ..................................................
- Local embassy/consulate:
  ..................................................
- Other:
  ..................................................

Accommodation:

Have you checked (use online review sites):
- In safe area
- Security appropriate for location
- Women only or business floors

Reservation Confirmed
- Early/late check in

Special requests:
1. ..................................................
2. ..................................................

beTravelwise