

# International Travel Briefing

## Personal Safety

New surroundings and exotic destinations may lead you into false sense of security. Whether you are traveling for work or leisure, your personal safety is vital.

## Maintain A Low Profile

- Attempt to blend in with your surroundings
- Conceal material wealth
- Exchange your money into the local currency
- Drive an inconspicuous vehicle
- Use unmarked parking spaces and vary where you park
- Avoid publicity
- Only share information about your personal life and professional efforts with trusted friends
- Avoid establishing routines

## Hotel Safety Tips

- Only patronize reputable hotels
- Note escape routes
- Secure your door and keep windows locked
- When away from your room, keep the television or radio on
- In high-threat areas, avoid riding in elevators
- Avoid hotel paging
- Be aware that some countries require you to leave your passport with hotel reception overnight so it may be checked by local authorities
- **DO NOT** stay in hotel rooms that are located on the first floor or easily accessible from the outside
- **DO NOT** accept deliveries unless previously arranged
- **DO NOT** leave your room key at the front desk; keep it with you
- **DO NOT** use the hotel phone to discuss travel plans

## Travel Safety Tips

- Always remain alert and maintain a cautious attitude
- Walk facing oncoming traffic and in the middle of the sidewalk
- Don't wear clothing that immediately identifies you as an American
- Whenever possible, travel in groups
- Avoid public transportation (i.e., buses)
- Avoid isolated roads, danger areas, civil disturbances, and crowds
- Be alert to anyone who appears to be following you
- Have a working knowledge of the local language

## What To Do If Approached

If you feel you are being solicited for information:

- Practice guarded responses to questions concerning your duties
- Never feel obligated to answer questions that make you feel uncomfortable
- If a conversation is too probing with respect to your duties, private life, and coworkers, change the subject
- Be observant and take note of the person questioning you
- Maintain professional composure
- **REPORT!** Provide as much information as possible to your security point of contact