

- Learn the locations of fire exits, elevators, and public phones in case of emergency.
- Make sure your room has an indoor viewer and a dead bolt lock.
- Keep valuables — jewelry, cash, etc. — in the hotel safe. Better still, leave them home.
- Ask hotel staff about the safety of the neighborhood and what areas to avoid.
- Before taking a cab, ask the staff about directions and estimated costs.
- Always verify who's at your door. Don't open the door to someone you don't know. If an unexpected visitor claims to be a hotel employee, call the front desk to make sure.
- Don't display room keys in public or leave them on restaurant tables, at the swimming pool, or in other places where they can easily be stolen.

Sure, crime can be random. But at the same time, there's a lot you can do to limit your chances of becoming a victim. Often, simply being aware of the threat of crime — and alert to what you can do to prevent it — will go a long way to making your business trip both safe and successful.

## IMPORTANT NUMBERS WHEN TRAVELING OVERSEAS

- The U.S. Department of Transportation has a Travel Advisory and Airport Safety Hotline (800-221-0673) that advises international travelers of potentially dangerous airports and countries.
- The U.S. Department of State operates a Citizens' Emergency Center (202-647-0900) that offers assistance in emergency situations to travelers abroad, as well as travel advisories and alerts for various countries.



*Crime Prevention Tips From*  
**National Crime Prevention Council**  
 1700 K Street, NW, Second Floor  
 Washington, DC 20006-3817  
*and*

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## BUSINESS TRAVEL



## SAFETY TIPS



**B**usiness travel can be stressful.

*Why make it more so by setting  
yourself up as a target for crooks?*

*Here's what you can do — at the  
airport, on the road and at your*

*hotel or motel — to improve*

*the chances you'll return*

*home safely.*

## At the Airport

- Stay especially alert and watch your bags and computer carefully at all times. Don't let anyone but uniformed airline personnel handle or watch your bags.
- Watch out for staged mishaps, like someone bumping into you or spilling a drink. Often it's a ploy to divert your attention.
- Carry your purse close to your body, or your wallet in an inside front pocket. Better yet, wear a money pouch under your clothes.
- Keep a separate record of the contents of checked luggage. And keep anything of value in a carry-on that stays with you.
- Avoid displaying expensive cameras, jewelry, and luggage that might draw attention. Your aim should be to blend in with the crowd.

## On the Road

- Become familiar with your travel route before you start. Get a map and study it.
- Make sure your rental car is in good operating condition. Learn how to operate all windows, door locks and other equipment before you leave the lot.

- Keep your maps and rental agreement concealed, not lying on the seat or the dashboard.
- Keep car doors locked while you are driving. Store luggage in the trunk.
- Park in well-lighted areas only, close to building entrances and walkways.
- Have car keys ready when approaching your car. Check the back seat and floors before you get in.
- If you are bumped by another car, think before you get out. If you are in doubt or uncomfortable, signal the other driver to follow you to a nearby police station or a busy, well-lighted area where it's safe to get out.

## At the Hotel



- Never leave luggage unattended.
- Keep all hotel doors and windows locked, and use all door locks.
- Insist that hotel personnel give your assigned room number so others can't hear it.