

TOOLBOX TALKS

A Quality Service Contractors Publication for Members

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Travel Safety Tips FactSheet

Business 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 to improve the chances you'll return home safely.



At the Airport

- Don't let anyone but uniformed airline personnel handle your bags.
- Stay especially alert and watch your bags and laptop computer carefully at all times.
- 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.
- Have keys ready when approaching your car.
- Keep car doors locked while you are driving.
- Park in well-lit areas only, close to building entrances and walkways.

- 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

- Insist that hotel personnel write down your assigned room number so others can't see or hear it.
- Never leave luggage unattended.
- Keep all hotel doors and windows locked, and use all door locks.
- Learn the location 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 jewelry in a safe at 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 the restaurant tables, at the swimming pool, or in other places where they can easily be stolen.
- If you lose the plastic key card to your room, insist on a new-keyed card.

Crime can be random, but 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.



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