

The Ultimate Safety Checklist for Business Travelers

▶ Research the location and hotel:

- Research the country and cultural climate before deciding to travel.
- Determine areas to avoid, hotel options and best hotel locations.
- Read reviews to ensure previous guests did not have security concerns.
- Ask if the hotel only allows guests with keycards to use elevators and access guest floors. You could ask your travel risk provider for a recommendation.

▶ When booking:

- Book accommodations through your corporate travel program, so your company can locate you in an emergency.
- When planning travel, try to avoid landing late at night or early in the morning.

▶ If parking at the hotel:

- Park as close to the parking lot exit as possible to reduce your walking distance, or use the hotel's valet service.
- Have your keys in your hand while walking to the car.

▶ During check-in:

- Request a room away from the lobby or public areas.
- Stay on a mid-level floor between 3-7. Lower floors are less safe; higher floors pose a greater risk during a fire.
- Ask the front desk agent to write your room number down instead of saying it aloud. If spoken, request a new room.
- Keep copies of the hotel business card in case you need to contact the hotel or if you get lost.

▶ During your stay:

- Have the valet accompany you and hold the door open while checking inside the closet, shower, and behind the curtains.
- Familiarize yourself with emergency evacuation plans and routes. Identify the nearest exit in case of an emergency.
- Check that the locks on doors and windows work inside your room and keep the deadbolt locked at all times.
- Use the secondary locking device, and slide a travel door wedge under the door for extra security.
- Only open the door if you are expecting a hotel employee. Call the front desk to confirm the person's identity if someone arrives unannounced.
- Keep your phone charged and in the same location at all times, so you can easily find it in an emergency.
- Do not accept a transferred call if you do not know who is calling.

▶ Leaving the room:

- Hang up the "Do Not Disturb" sign, or leave lights and TV on to prevent theft.
- Bring your laptop to the front desk safe or lock all valuables in your room safe.
- Only use the hotel's main lobby to enter or exit the building.
- Report lost or stolen room keys promptly, so the keys can be deactivated.

▶ Additional safety considerations for women traveling alone

- Do not indicate your gender when booking your accommodation (leave Ms, Miss or Mrs. blank).
- If you check in late at night, ask someone to walk you to your room.
- Avoid signs of a single female occupant like leaving a single wine glass outside your door.

Please note: this checklist is intended for educational purposes only.

