

Safety Tips

PRIOR TO TRAVELLING

- DO** *Keep* a list at home of the important credit cards and identification you plan to take with you;
Carry with you the name, address and phone number of an individual to contact in case of an emergency;
Be certain to carry a card describing any medical difficulties such as diabetes or allergies to any drugs;
Take as little cash as possible. Carry travelers' checks and credit cards to cover expenses;
- DON'T** *Display* large amounts of cash when paying for taxis or tips;
Leave luggage unattended.

CHECKING IN

- DO** *Use* the hotel vault safe deposit service, provided free to all registered guests;
Be careful what you say in the presence of strangers. Never reveal your room number or discuss plans for leaving the hotel in a crowded area where you can be overheard;
Ask at the front desk or concierge desk about the neighborhood around the hotel so you know what streets to avoid;
- DON'T** *Leave* money or jewelry in your hotel room, even for a short time;
Put your room key down beside you on a restaurant table, bar or at poolside;
Reveal your room number within earshot of unfamiliar people.

STEPPING OUT

- DO** *Ride* rather than walk, particularly at night, if the streets around the hotel are deserted, as they are in many major cities, take a taxi or shuttle bus, even if your destination is within easy walking distance;
Avoid unlit driveways and other shadowed places;
Walk with another person when sightseeing or shopping, particularly at night;
Carry your wallet in your inside coat pocket if you are a man;
Carry your billfold in a coat pocket rather than your purse if you are a woman. Leave valuables at home;
Be wary of strangers. Never accompany a stranger anywhere.
Remain alert at all times, especially in crowded areas;
Avoid shortcuts and walkways between buildings during the day and at night;
Beware of people who approach you on the street asking for directions;
- DON'T** *Loiter*. Remain alert if window shopping. Be prepared to run if followed;
Wear your badge or carry your meeting material with you outside the hotel;
Take unmarked "gypsy" taxis or accept a ride from anyone you don't know, even if the person says he is attending your meeting;
Make purchases from people who approach you in the street;
Walk through dark, unattended parking lots or in a deserted garage alone.

DRIVING AROUND

- DO** *Make* sure you have enough gas;

Keep your car doors locked when driving and keep the windows rolled up to within two to three inches of the top;

Park only in lighted areas at night;

Look inside your car before entering;

If you car breaks down, remain inside with the doors and windows locked. If possible, raise the hood. Open the door only for the police or road service personnel;

DON'T

Leave attractive packages, luggage, clothes, purses, cameras, or other valuables in view;

Transfer items to the trunk at the location where you are parking the car;

Ask directions from strangers. Instead drive to a well-lighted gas station;

Pick up hitchhikers...EVER;

Turn over your car keys, or your idling car in a parking lot until you are sure the individual is a legitimate employee.

IN CASE OF EMERGENCY: CALL 911

Excerpts from *Enjoy Your Meeting Safely* published by the Professional Management Association