

Travel Safety Tips FactSheet

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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 or motel—to improve the chances you'll return home safely.

At the Airport

- Stay especially alert and watch your bags and laptop computer carefully at all times.
- Don't let anyone but uniformed airline personnel handle 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 truck.
- 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

- Insist that hotel personnel write down your assigned room number so others can't see or hear it.

The Texas Department of Insurance,
Division of Workers' Compensation (TDI,DWC)
E-mail resourcecenter@tdi.state.tx.us
or call 1-800-687-7080 for more information.

- 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.

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.

Remember to practice safety. Don't learn it by accident.

This fact sheet was published with information from the National Crime Prevention Council and the Texas Workers' Compensation Commission and is considered factual at the time of development.

Safety Violations Hotline
1-800-452-9595
safetyhotline@tdi.state.tx.us