

TRAVELER SAFETY UPDATE

AIR TRAVEL

New Airport Security Measures

Following these tips will help you reduce your wait time at the security checkpoint.

- * Do NOT pack or bring prohibited items to the airport. Read the [Permitted and Prohibited Items](#) (PDF 319KB) list.
- * Place valuable such as jewelry, cash, laptop computers, and cash in carry-on baggage only.
- * Avoid wearing [shoes](#), clothing, jewelry, and accessories that contain metal. Metal items may set off the alarm on the metal detector.
- * Put all undeveloped [film and cameras](#) with film in your carry-on baggage. Checked baggage screening equipment will damage undeveloped film.
- * Declare [firearms & ammunition](#) to your airline and place it in your checked baggage.
- * If you wish to lock your baggage, use a [TSA recognized lock](#).
- * Do not bring [prohibited lighter and matches](#) to the airport.

Keep available your airline boarding pass and government-issued photo ID for each adult traveler until you exit the security checkpoint.

- * Mobile phones
 - * Keys
 - * Loose change
 - * Money clips
 - * PDA's
 - * Lighters
 - * Large amounts of jewelry
 - * Metal hair decorations
 - * Large belt buckles
- * Take your laptop and video cameras with cassettes **OUT** of their cases.
 - * Take **OFF** your outer coat, jacket, or blazer.

Before Travel

- * Make your travel arrangements as early as possible.
- * Verify and confirm your ticket information (i.e. name, airline, destination, departure/arrival times, etc.).
- * Call to re-confirm your itinerary 24Hours before departure.
- * Keep essentials such as prescriptions, personal hygiene items, passports, important documents and valuables (jewelry or cameras) in your carry-on bag.
- * Make certain your name and contact address is clearly indicated on the outside and inside of your baggage. Use your company address and phone number.
- * Plan to check more of your baggage and carry on less.
- * Alter the look of your baggage so it is easy to identify.

Airline Check-In

- * Arrive early. Current security measures increase check-in time. Arriving at the airport 2 hours before your flight is advisable, however – passengers should consult with their travel agent for more specific arrival time. Allow more time for international travel or when traveling with disabled persons.
- * Make certain you have all your travel documents on you and they are valid (i.e. passports, visas, tickets).
- * Only a government issued ID will be accepted for identification purposes.
- * Watch your bags and personal belongings at all times. Do not accept packages from strangers.
- * Verify the airline agent checking your bags attaches a destination tag to each one. Make sure these tags show the three letter code of your destination city. *(It is best to remove previous tags to avoid confusion.)*
- * Check tickets immediately after checking in for each flight on your trip. Occasionally, airline agents inadvertently lift two tickets instead of one.

- * Report suspicious activities or individuals in the airport or parking lot to airport security or airline personnel.

During Travel

- * Make no assumptions about who may pose a threat.
- * Keep your seatbelt fastened at all times. It could save your life or lessen injury during unexpected turbulence or unusual maneuvers.
- * Listen carefully to Flight Attendant's safety instructions.
- * Know your aircraft. Review the passenger safety card for safety instructions and locate emergency exits.
- * Use of a Wireless Device. If the situation calls for it use your wireless device to contact someone and advise of the emergency situation and request help. In the U.S. The FBI can be contacted at 1-866-483-5137.

Upon Arrival

- * When claiming baggage, take the time to verify that the bags you claim are indeed yours.
- * If your bags arrive opened or unlocked, check immediately to see if any of your contents are missing or damaged. If so (or if your bags have been lost), report any problems to the airline before leaving the airport.

CAR RENTAL

- * Take time to check the car for interior or exterior damage before leaving the rental car company.
- * Check the key chain, many rental companies label their key chains with the car's make, model, color and license plate number in case you forget.
- * Know your route and where your destination is located. Obtain and review an area map.
- * Take a few moments to get acquainted with the features of your rental car before you leave the lot.
- * Keep your doors and windows locked. Lock your valuables in either the glove compartment or trunk.
- * Be aware of your surroundings. Park in well-lit areas.
- * As you approach your car, check inside, underneath and make sure no one is hiding around your vehicle.
- * If you become lost, proceed to a lighted public area for directions, guidance, or assistance.
- * A cellular phone can be a traveler's best friend. Make sure you have chargers, adapters and a list of emergency numbers for all of your destinations.

HOTEL SAFETY

- * Register with your last name and first initial along with your business address and phone number.
- * Keep an eye on luggage to and from your hotel room.
- * Always use hotel safe/safety deposit boxes. Do not leave your valuables in your room.
- * Upon arriving to your room make sure it is unoccupied, verify the phone line to the operator is working and make sure door and window locks are secure.
- * If available, request a room above the first floor, in the main building and accessible by an inside corridor.
- * Do not be afraid to ask to move to another room if you feel unsafe.
- * Take note of all emergency procedures and fire exits.
- * Always pack a flashlight to have at your nightstand.
- * Avoid leaving clues your room is unoccupied (leave the lights, radio or TV on). Place the DO NOT DISTURB sign on the door; this makes would be troublemakers think the room is occupied.
- * Keep your hotel key with you at all times.
- * Never leave your door open or ajar, even if you are just going to the vending areas.
- * Always use all the door locks. Never open the door until you have confirmed the identity of the knocker.
- * Familiarize yourself with the layout of your room in case you should have to remain there due to smoke/gases/flames in hallway.
- * Keep your room key close to where you sleep so it may be easily found. You may need it to get back into your room if your exit route is blocked.

INTERNATIONAL TRAVEL

- * Keep the name and phone number of your travel agent separate from your tickets.
- * If you are traveling internationally, learn a few key words or phrases.

- * Make sure you have a signed, valid passport and visas, if required. Also, before you go fill in the emergency information page of your passport.
- * Read the Consulate information sheets and any travel warnings for the countries you plan to visit. Stay aware of events in the country while you are there.
- * Familiarize yourself with local laws and customs of the countries you are traveling to. Remember, while in a country, YOU ARE SUBJECT TO ITS LAWS!
- * Make 2 photocopies of your passport identification page. This will facilitate replacement if your passport is lost or stolen. Leave one copy at home. Carry the other with you in a separate place from your passport.
- * Leave a copy of your itinerary with family or friends at home so you can be contacted in case of an emergency.
- * Don't be a target! Avoid conspicuous clothing and expensive jewelry and don't carry excessive amounts of money or unnecessary credit cards.
- * If you have any food allergies, learn the names of those foods in the languages used in the countries you'll be visiting. This way you'll be better equipped to stay on the look out for them.
- * Find out what types of vaccinations you will need to enter the country, there may also be medications you'll need to take before, during and even after your trip. Get your vaccinations early in case you have a reaction and need recovery time.
- * Carry complete health information on your trip.
- * *For additional information when traveling abroad including consulate information sheets and travel warnings visit: www.trand.state.gov.*

WOMEN'S TRAVEL

- * When traveling and registering anywhere, do so using your last name and first initial only.
- * Always carry a purse with a long strap and place under your coat or across your body.
- * If you place carry-on bags on the floor while seated in a restaurant or other public area, put your foot through the strap, don't leave it loose.
- * Take time out to learn about a destination's culture, specifically the role of women in areas you will be visiting.

Car Safety

- * In your car, keep valuable items, maps and guidebooks out of sight. Hatchbacks leave your luggage in plain view.
- * When possible, park so you won't have to back out. It makes for a speedier departure.
- * Bring or rent a cell phone. Add police to the speed dial.
- * Bring map with your route clearly marked.
- * Unless it's absolutely necessary, do not accept a rental car that is clearly marked as a rental.
- * Be familiar with your rental car's automatic locks or remote entry system. Do not unlock all of the doors if you are the only one entering the car. Lock your doors immediately and don't drive with the windows open.

Hotel Safety

- * Request a room near the elevators and away from any renovation work. Have your key out when leaving the elevator. Stay far from Emergency exits (someone may pry open to avoid using the elevators), and on an upper floor away from catwalks and terraces.
- * Stand near elevator buttons with your back to the wall; if threatened, push all the buttons at once with your back.

Street Smarts

- * If you must ask for directions, approach families or women with children. To be extra safe, ask, "Where is the --? I'm meeting my husband there."
- * On sidewalks, keep your handbag and other valuables away from the street side (and on escalators, stand away from the opposite ramp).
- * If attacked, run, fight, and yell as loud as possible.

INSURANCE

- * All airline tickets issued by Fox World Travel automatically include \$100,000 complimentary flight insurance. This is in addition to any insurance benefits provided by your air travel billing system.