



PARM Travel Security Advice - Executive Protection Guide

In order to make your trip as secure as possible, here are some guidelines for you to know about your next trip to a foreign country

Before you leave

- Leave a detailed itinerary and the numbers of your passport or other citizenship documents with a friend or relative
- Keep photocopies of your passport, transportation tickets, credit and debit cards with you in a separate location from the originals and leave copies with a friend or relative
- Carry your photo identification and the name of a person to contact with you in the event of serious illness or other emergency
- Leave unnecessary credit cards and expensive jewelry at home
- Bring a bank debit card and a small amount of cash
- Contact your credit card companies regarding your trip to avoid having your cards temporarily frozen
- Use a money belt or concealed pouch for passport, cash and other valuables
- Use a phone card to make long distance calls if there is no need for a cell phone
- Visit a travel or luggage store for accessories (i.e., voltage converter for your laptop or cell charger)
- Familiarize yourself with local laws and customs in the areas you plan to travel. You are expected to obey their laws, which may include dress standards, photography restrictions, telecommunication restrictions, curfews, etc.
- Plan your wardrobe so that it does not offend the locals, nor draw unwanted attention to yourself
- Use up-to-date protections for antivirus, spyware, security patches and firewalls

Drug Laws Abroad

- A number of countries, including the Bahamas, the Dominican Republic, Jamaica, Mexico and the Philippines, have enacted more stringent drug laws which impose mandatory jail sentences for individuals convicted of possessing even small amounts of marijuana or cocaine for personal use
- Once you leave your country, you are not covered by laws or constitutional rights
- Bail is not granted in many countries when drugs are involved



- The burden of proof in many countries is on the accused to prove his/her innocence
- In some countries, evidence obtained illegally by local authorities may be admissible in court
- Few countries offer drug offenders jury trials and some don't even require the defendant's presence at his/her trial
- Many countries have mandatory prison sentences without the possibility of parole for drug violations

Medical Emergencies

- Find out if there are local emergency centers near your hotel or office
- Ask your local contact for any referrals to clinics
- Be conscientious of any allergies that may be triggered by local foods. Food preparation may not be similar to your facilities or standards
- Ask your doctor if there are any special precautions to take before you go and if you may need to take special medicines with you
- Obtain medical I.D. bracelets that alert medical personnel to conditions or allergies, as appropriate
- Check with your doctor about needed pre-trip medical care long before the planned departure date (Some immunizations/precautionary measures need time before they become fully effective and some are done in series, depending on where you are going. It's good to have up-to-date tetanus and hepatitis shots)

During Travel

- Travel with companions whenever possible
- Travel with as few bags as possible
- Carry car keys and house keys on separate chains (to minimize risk in case one is lost)
- Avoid mentioning the hotel you are staying at within earshot of strangers
- Be wary of very friendly strangers, especially those who display great interest in your personal life or work schedule
- Don't be flashy. Keep a low profile
- Do not use non-company computers to log into your company's network. Always consider any information conveyed through a non-company computer to be compromised, even if encrypted
- Be courteous and cooperative when processing through customs. Do not leave your bags unattended. Stay alert.



- Do not leave drinks unattended, someone could slip a drug into it that causes amnesia or sleep
- Do not allow foreign electronic storage devices to be connected to your computer or phone. They may contain malware or automatically copy your stored electronic data. Do not use thumb drives given to you, they may be compromised
- Beware of “phishing”. Foreign security services and criminals are adept at pretending to be someone you trust in order to obtain personal or sensitive information.

Airports

- Do not leave bags unattended in public places. Avoid areas where unattended bags are present
- Check luggage as soon as possible and remain within the security area
- Keep time spent in an airport to a minimum
- Carry all prescription medicines in their original, labeled container to make customs processing easier. Keep them in your carry-on luggage. Always carry a copy of the physician’s prescription for the medicine. Obtain the generic name of all prescription medicines for easy replacement at any pharmacy
- If any medicine contains narcotics, carry a letter from your physician attesting to your need to take them

Hotel Fire Safety

- When making reservations, request a room near elevators, between the second and seventh floors - above ground level to prevent easy access to your room but low enough for access by fire equipment
- Take time to study the fire safety instructions on the inside of the door. Identify fire exits and count the number of doors between you and the exit in case your escape must be made through a smoke-filled corridor
- If a fire occurs, check to see if the door is hot. If the door is hot, stay in the room
- If there is smoke, stay close to the floor (crawl) when evacuating the room
- If you cannot leave the room, shut the door tight; soak towels and bed linens and place around door edges to prevent smoke from entering the room. Fill bathtub with water for future use.
- Follow instructions given over a hotel public address system or by hotel employees unless you are sure that the instructions are incorrect because of your direct personal knowledge of the situation



- Contact hotel front desk for instructions, open or break windows and let rescuers know where you are located. Follow rescuers' instructions when contact is made
- When possible, stay only in hotels with fire protection that includes automatic sprinkler systems

Hotel Safety and Security

- Major hotel brands have up to date life safety codes plus sprinklers
- Larger hotels are self-sufficient with many amenities that reduce your need to travel off premises (i.e., room service, hotel restaurants, gift shop)
- Select a hotel close to where you will conduct your business, unless the area where you will conduct your business is an unsafe area
- Avoid disclosing your room number within earshot of strangers
- Guard your baggage carefully, and do not leave it unattended in the hotel lobby
- Consider the use of the hotel safe for storing valuables that you do not need to keep with you (it is a good idea to leave valuable items at home unless they are really needed)
- Choose a hotel with room safes that can accommodate laptops
- Obtain a hotel safety deposit box with another employee if possible. Either can access it in the event of an emergency. Keep important documents there
- Instruct the phone operator not to give your room number to callers. Instead, the operator may connect the caller to your room or take a message for you without giving the caller information about you
- Do not open the door for strangers. Use the door's peephole to identify a visitor
- Do not let maintenance persons inside without calling the front desk for verification
- Use the "buddy system" whenever possible. This includes shopping, recreation and dining. If alone, be back in the hotel by nightfall
- Never entertain strangers in your room
- If you are checking in alone, ask for an escort to your room
- Deal only with authorized agents when exchanging money
- Avoid entering an elevator if you would be alone inside with a stranger
- Don't advertise that you are out of the room. Leave a radio or the television on
- Use room service, particularly during quiet hours between 10 p.m. and 7 a.m., because few people are moving around
- When returning to your hotel/motel late in the evening, use the main entrance. Be observant and look around before entering parking lots
- Close the door securely whenever you are in your room. Use all locking devices on the door. If there is an adjoining room, make sure the door is locked on your side



- Do not needlessly display guest room keys or leave them on restaurant tables, at the swimming pool or other places where they can be easily stolen. A thief could have already identified the room you are in and be waiting for an easy opportunity to get into it
- Check to make sure all windows and sliding doors are securely locked. You may want to purchase a portable alarm that can be placed on doors/windows
- If you see any suspicious activity, report it to hotel management immediately
- If you have a room with a key card type locking system and have reason to believe that someone may have a key card, insist that the room be re-keyed. Hotels with this system can issue a new key within minutes
- Check to be sure the hotel has security staff
- Change hotel if necessary, but if you do, be sure to advise those that have your itinerary

Laptop Computers

- Limit data stored on your laptop to what is necessary and be sure access is secure
- Do not leave laptop computers or computer bags in public areas such as hotel lobbies, convention rooms or display booths. In a busy place, it is easy for someone to walk away with a laptop and not be noticed
- Laptop computers should be locked to a fixed object using a cable and lock device in the absence of the locking station
- Computer users should not leave the laptop in plain sight in a hotel room or convention room. The theft of a laptop computer can “ruin” an otherwise successful business trip. Larger computers should be stored in the closet in an unmarked bag or locked in a suitcase. Smaller computers can be stored in the hotel room safe or in the safe at the front desk. Sensitive information should be backed up on a disk or CD; the copy should not be left in the hotel room

Upon your Return

- Review your system access with your IT department support team. Access that is not accounted for should be investigated
- Check all your passwords including your voicemail and check electronic devices for malware. When you access your messages, the pass code may become compromised and others may then retrieve your messages.