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<tr><td>AIGA</td><td>SAFETY BULLETIN 17/19

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Travel Security

Introduction and Scope:

This bulletin provides guidance and resource options to support Business Travel for a company from business travellers' security perspective. Objective is to ensure business related travel is conducted in a safe and secure manner and following information will assist in reaching that goal.

Business Travel Security:

Before planning a trip, review and understand the risks associated with the destination. There are resources available that provide information on regions, countries and cities to where business travel is required. Resources may include the internet, newspapers, in-region contacts, Government agencies and third-party security providers. When applicable, work with internal security department and/or travel department to identify risks or vulnerabilities.

Companies can fulfil the "Duty of Care" to their employees through internal policies, procedures or by implementing tools with tracking and communication capabilities. This also allows companies to know the whereabouts of the travellers including flights, trains, hotels and car rentals. Accountability for travellers is another key piece of a travel security program. This can be achieved by implementing policies where all travel bookings are made through established travel booking agencies.
World events are unpredictable and at times require travel alerts. Events may consist of, but not limited to, the following:

- Geo-Political/Socio-Economic Disruptions (Political Demonstrations, Labor Strikes, Riots)

- Natural Disasters (Earthquakes, Volcanoes, Tsunamis, Hurricanes)
- Health situation required immunizations
- Terrorism (Threats or Attacks)
- Travel Incidents (Airplane Accidents, Airport Closings)
- Cultural norms and expectations.
- Local laws to be alert about; not knowing them could be a common pitfall for foreign traveler.

Things to Consider:

- Meet and Greet Process at the airport
- Prearranged Ground Transportation
- Pre-Trip Risk Assessment
- Prearranged Accommodation
- Dress in a manner so as not to attract attention to yourself
- Wear clothing without identifying "logo's" or religious symbols
- Stay clear of large groups or crowds
- Ensure you have the proper paperwork with you for the duration of the trip
- Activate the International calling feature on your mobile device

References:

1. AIGA 003, *Site Security Guidelines, www.asiaiga.org*