

Carry your wallet, passport, phone and emergency contact card securely on your person - put in grab bag at night.

<b>Main Bag</b>	<b>Check</b>	<ul style="list-style-type: none"> <li>• climate</li> <li>• business environment</li> <li>• local culture</li> </ul>
	<b>Check</b>	Clothes suitable for: Emergency phone charger (powerbank) or spare battery Laptop and charger
	<b>Check</b>	Wash kit
		First Aid Kit (see next page)
		Prescription drugs (main supply)
		Door wedge
		Spare glasses/contact lenses
		Torch
		Emergency cash
		Personal alarm
		Emergency contact card (preferably 50% DEET)

Use discreet, secure bags that don't advertise the contents. With clothing, accessories/jewellery and equipment - try to not stand out or look wealthy.

## Packing List

2

# beTravelwise

1

## TRAVEL WISE COURSE CHECKLISTS

This fold up leaflet provides checklists related to the course you have just completed. Some are to help your preparation, some for use on the ground - it can also act as a paper back up of your important emergency numbers.

Understanding your destination allows you to mitigate risk and increases your confidence. This in turn allows you to be more productive and reduces the stress of travel.

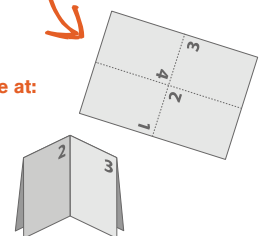
The more preparation you do before travel the better, however as a minimum:

- Check whether there are any travel restrictions by your government
- Check the health risks
- Check your passport expiry date and any visa requirements
- Arrange transport from destination airport to hotel
- Have the following contact details:
  - Hotel
  - Car Company
  - Assistance/ Insurance
  - Local Embassy/ consulate



Remember, further resources are available at: [www.betravelwise.com/resources](http://www.betravelwise.com/resources)

Safe travels from the beTravelwise team.



4

## Vehicle Checks



1. Tyres
2. Seatbelts
3. Locks
4. Windows
5. (Taxi) meter, licence
6. Driver
  - Sober
  - Speaks language
  - Knows destination

If in a remote or high risk location:

- Emergency procedures
- Alternative routes

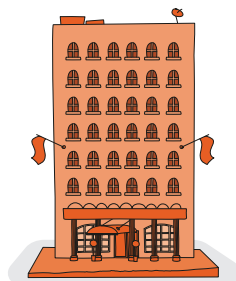
### Advisory:

Unless essential avoid self-driving. A trusted driver can act as an extra layer of security, a diplomat and translator and can add considerably to the safety and success of your trip.

**If local script is different, ask your hotel to write down key locations for you to show a driver if required.**

## Accommodation Checks

1. Avoid rooms on the ground floor as they are easier for criminals to access.
2. Ask for rooms near the lift as there is greater footfall, making them safer.
3. Ensure reception hasn't announced your room number, if they do request a new room.
4. Ask reception not to tell anyone your room number.
5. Avoid adjoining rooms, or interlocking balconies.
6. Check door locks, and has deadlock and peephole.
7. Smoke and fire detectors/alarms.
8. Safe is secure and works.
9. Read fire safety plan.
10. Walk route to exit, count doors along route (in case of poor visibility), check exit opens and is clear beyond.
11. Dead lock door when in room, if no deadlock use a door wedge.
12. Secure valuables in safe.
13. If not expecting anyone do not answer door.



Ensure routine medical and dental checks are up to date prior to travel, including routine vaccinations. Your doctor can advise if pre-existing conditions, pregnancy or your general health may expose you to additional travel risk. Take prescription drugs in original packaging and with a copy of prescription, repeat prescription or doctor's letter. Take enough to cover emergencies as well. It is worth noting that counterfeit drugs are a problem in many parts of the world.

## Health

3

\*You can make own by mixing (well) 8 level spoons of sugar & 1 level spoon of salt in 1 litre of water.

Item	Purpose
Tetanus	
Pinkilllers	Fever or temporary relief of minor and moderate pain. Codeine is not allowed in some countries.
Anti-diarrhoea	Try to use only in an emergency for acute non-specific diarrhoea.
Rehydration salts*	To replenish salts when dehydrated, especially when suffering diarrhoea.
Alcohol wipes	Disinfecting wounds.
Plasters	Stops bleeding and keeps wound clean. Various shapes and sizes.
Sterile latex gloves	To prevent infecting or being infected when treating wounds.
Antifungal cream	For issues such as athlete's foot or thrush.
Antiseptic cream	To prevent wound infection and relieve skin complaints.
Footie (dropper bottle)	Disinfecting wounds, purifying water.
Sterit-strips	To close wounds.
Cripe	For sprains.
Micro-pore tape	To secure bandages, blisters.
Antihistamine tablets	For allergic reactions e.g. hayfever, insect bites.
Tweezers	For removing splinters.

- Sexual health
- Antimalarial tablets
- Dental emergency kit
- Sterile surgical kit
- Haemorrhoid cream
- Mouth ulcer gel
- Cold sore cream
- Theomometer

**Chronic Diseases** (e.g. Diabetes):  
**Allergies** (e.g. Penicillin):  
**Personal Medical Information:**

Vaccination	Have	Need
Tetanus		
Polio		
Diphtheria		
TB/BCG		
Hepatitis A		
Hepatitis E		
Influenza		
Typhoid		
Yellow Fever		
Certificates:		
Japanese Encephalitis		
Hepatitis B		
Rabies		
Cholera		

If appropriate wear your alert bracelet or at least have this information on your person in case you are unavailable to communicate.

Also consider dependent upon destination:

### Documents:

- Passport
- Visa/pre-travel authorisation
- Insurance
- Tickets
- Reservations
- Guidebook
- Copy of docs
- Scans of docs
- If required:
  - Yellow Fever Cert.
  - Driving License

Other:

1. ....
2. ....

### Health:

#### Check ups:

- Medical
- Routine vaccinations
- Dental
- Eyes

#### Trip specific:

- Vaccinations
- Antimalarials
- Yellow Fever
- Prescription drugs
- Repeat prescription
- Spare glasses/contact lenses

Any other personal factors:

1. ....
2. ....

### Journey Management:

- Trip details recorded with:
- Work
  - Family
- Dependent upon location:
- Assistance/security

Do you need to actively check in?

If yes, to who:

.....  
Frequency e.g. daily

.....  
When (at what time?)

.....  
Phone number:

.....

### Country & Culture:

### Research > Behaviour

1. Country Background
2. Social Unrest
3. Culture

**1. Country Background:** read government & other advisories to understand more about your destination, especially on your first trip there.

**2. Social Unrest:** Are there any upcoming elections or political disputes which will disrupt your trip.

**3. Culture:** Will there be language issues. Are they sensitive dates: Ramadan and public holidays. Are local customs for women different to your home.

## beTravelwise

### From your itinerary:

Where are you going?

- Documents
- Country & Culture
- Health
- Insurance

When are you going and for how long?

- Accommodation
- Journey management
- Finance
- Home preparation

Who can help you?

- Contacts

### Finance:

- Credit cards
- Cash

- do you have enough for the trip?
- do you have discreet storage?
- do you need local or hard currency?

- Emergency source   
(hidden spare card or cash)

- Travel Wallet   
(contains only what you need for one trip)

### Insurance:

Read your travel insurance. Are you covered for all possessions/activities?

Work related (especially if client organised activity)

Own time (do you have any non-work activities planned during your trip and are you covered by your insurance?)

### Accommodation:

Have you checked (use online review sites):

- In safe area
- Security appropriate for location
- Women only or business floors

- Reservation Confirmed
- Early/late check in

Special requests:

1. ....
2. ....

### Contacts:

Work emergency contact:

Hotel:

Local office/client:

Transport company:

Driver (if specified):

Insurance:

Assistance (if different to insurance):

Local embassy/consulate:

Other:

### Home Preparation:

Is your home safe while travelling – how long are you away, what measures have you in place?