

Safety Note # 187

BASIC TRAVEL SAFETY



Many UC employees are required to travel in order to conduct UC business. There are several types of hazards when traveling for work including, weather, transportation, crime, remote locations, and being lost. Traveling is not the time to let your guard down by being careless and vulnerable. You should include safety precautions when making travel plans. Traveling for work or vacation can be a fun and rewarding endeavor if you prepare and plan accordingly for your trip.

Use the following safety tips when traveling for work or vacation:

- Make a travel itinerary that includes airline, lodging, rental vehicle, and meeting location(s).
- Plan the travel routes and map out the directions and addresses to your visit locations.
- Check before traveling if any areas you are visiting are known to be unsafe.
- Leave a copy of your itinerary with your family and office, and keep a copy for yourself.
- Check that your luggage has a tag with current contact information.
- Make sure you bring any needed prescription medication with you.
- Pack some of your essential items in your carry-on luggage in case your check-in luggage is late or lost.
- If traveling out of state or country for UC business, register your trip through UC Away (<http://ehs.ucop.edu/away>). The trip registration benefits include travel insurance, medical coverage, and emergency travel assistance.
- When renting a car, make the reservation using UC's Connexus travel website or make sure you have the appropriate corporate ID number to obtain contracted rates and insurance.
- Check the rental car to ensure everything functions properly before leaving the rental lot.
- When parked, take valuables, including purses, laptops, and luggage with you or store them out of sight (in the trunk).
- Keep valuables in the hotel or room safe.
- When someone knocks on the hotel room door, check who they are before opening the door.
- Keep essential items nearby and on the nightstand to grab and leave in the event of an emergency including, wallet/purse, phone, flashlight, car keys, and shoes.
- Make it a habit to deadbolt the door when you are in your hotel room.
- Know where the emergency fire extinguishers and exits are when at a hotel or meeting.
- When walking outdoors, try traveling in groups as there is safety in numbers.
- Do not draw attention to yourself by wearing flashy clothing or expensive jewelry.
- Avoid carrying large amounts of cash. Pay with checks, or credit and debit cards.
- If you need cash, use the ATM during the day in well-lit and open locations, including banks, to avoid being robbed.
- Be wary of strangers coming up to you, and avoid being drawn into a conversation.
- Keep informed to the local news and weather for potential travel and safety issues.
- Contact the State Department for any warning bulletins for the country you are visiting.
- Have the local US Consulate contact information with you.
- Do some research to learn the local customs, culture, and basic laws of the country you are visiting.

For more information and links to UC travel resources and intelligence, see <http://ucanr.edu/travel>