

Personal Travel Security Guide





This pocket guide complements the training you have just received and provides guidance for your personal protection while travelling abroad. It describes preparations and basic preventive security measures that will assist in reducing the risks you may face when you are on your exchange semester. Regardless of where you travel, our members have 24/7 support and assistance; a call to our Assistance Centre will give you access to professional advice regarding security threats, prevention and response measures. Further details on how to use your membership are on page 34.

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MANAGING PERSONAL SECURITY

There are six basic principles of security that, when applied sensibly, reduce the risk of exposure to violence. These principles can be applied in any environment, but are most relevant in situations where violent crime, terrorism or conflict prevails. The six principles of personal security are:

- Preparation
- Awareness
- Low Profile
- Varied Routine
- Communications
- Layered Protection

PREPARATION

The most important habit or behaviour to reduce your risk of exposure to threats when travelling is thorough preparation. You can substantially reduce the risks by:

- being aware of the threats in the countries you are travelling to,
- staying alert to the prevailing situation; and,
- observing simple precautions.

Thorough preparation is also essential to successful emergency response.

Your security is ultimately your responsibility, regardless of the kind of support you have, be it a local staff member, a classmate, or local law-enforcement support.

Make an effort to understand the environment that you will be operating in before you travel: identify the threats in that environment, be conscious of your vulnerabilities and actions required to mitigate the risks.

Thinking that an event or incident may happen to you when travelling, and understanding the key actions to take in that event, can significantly increase your chances of getting through without harm.

Remember to have all your documentation in place and undergo routine and trip specific medical preparation. A preparation checklist is on page 35.

AWARENESS

The key to any security plan is understanding the risks associated with your environment and how to conduct yourself in that environment.

Make security awareness a habit by incorporating the following steps into your trip planning and daily routine:

- Be aware of local events that may change the 'normal' operating environment; such as protests, elections or historical anniversaries.
- Be aware of high-risk areas in the cities you travel to and along the routes you travel and identify safe spots.
- Even when you take precautions, residual security risks exist and you may become a target.
- Look out for:
 - strangers waiting by your home or university; and,
 - cars following you, or other unusual activities.
- If you see suspicious activities, report them to the police, your local guard force or call the Assistance Centre.

- Be particularly alert when arriving at or leaving your residence, and in public places such as restaurants and clubs.
- Maintain a healthy suspicion of anyone who shows you undue attention.
- Your family members should be alert to their security environment and be cautious when dealing with anyone not familiar to them.
- Avoid any situations where you may become isolated and at risk. Use local knowledge and guidance for high-risk locations and activities. Use such advice in conjunction with your own independent assessment.

Tips:

- Consult the country guides on the Travel Security Online website, available via the website of International SOS www.internationalsos.com These provide you with travel, security and medical information.
- Consult your government's travel advisories to find out about current restrictions and the latest information. This advice is aimed at the general population and therefore has a different focus (including tourism & leisure travel) from ours.
- Country risk ratings indicate the amount of preparation you should undertake before a trip. The higher the risk rating, the more preparation should go into the trip, both for you as the individual traveller and the organisation sending you.

LOW PROFILE

Criminals normally target an individual because that person has come to their attention for some reason. It is fundamental that you should attract as little attention to themselves as possible, and attempt to follow these simple rules:

- Blend in, dress conservatively, avoid drawing attention to your self both visually and audibly.
- Avoid obvious signs of wealth, such as expensive-looking watches or jewellery. Fake jewellery which looks valuable will draw attention to you.
- Personal equipment such as laptops, digital cameras and smart phones should be carried in backpacks and be hidden from view when not in use.
- Avoid talking loudly to the point where people start to pay attention to you, particularly if your accent or language may increase the risk of you being targeted.
- Do not discuss details of your itinerary with individuals not known to you. Only share them with trusted people.
- Select a way of transportation that is common in your destination.
- Ensure that, as far as possible, personal information (home address and family details) is properly safeguarded, i.e. that your details are not visible on luggage tags.
- Be careful when speaking on the telephone. Ensure that you identify the caller before giving any personal or family details, or before answering any seemingly innocent questions. This is particularly important in hotels or other short-term accommodation.

VARIED ROUTINE

An individual's routine gives criminals and terrorists the opportunity to plan around timings and locations, providing them with the best means to successfully target a potential victim.

- Avoid setting a pattern. While you often have very few options to vary your routine – to the school, shops that you visit regularly – any variation in route, mode of transport or timing makes you a more unpredictable target.
- You are most vulnerable at the start and end of your trip, as these are the most predictable parts of the journey. Be most alert in these phases of the journey.

COMMUNICATIONS

After the requirement for preparation, communications is the most important aspect of managing security risk. Make sure you:

- Always test your mobile (cellular) telephone; keep it fully charged and ensure that you have a redundancy and back-up plan (for instance, telephone card, car charger, coins) especially if you are in a higher risk location.
- Always carry a hard copy of your emergency contact details (wallet card or membership card).
- Carry the telephone numbers of the police or the local emergency services, the embassy or consulate, your university and your classmates.
- Have a journey management plan in place; in its most basic form make sure someone has your itinerary and that you check in with them at regular intervals. This could be a family member or classmate.
- Establish a lost contact plan, which makes your actions predictable to your loved ones or university staff in the event of an emergency. Ensure they have a copy of your membership card so they can call the Assistance Centre on your behalf.

In the event of an incident, your safety may depend upon how effectively you are able to maintain communications with your support elements. When developing your communications plan for high- or extreme-risk environments, you should ensure you have a variety of means of communication available. These could include:

- Primary – mobile/cellular telephone.
- Secondary – landline (public phone), email or fax, UHF/VHF/ HF radio.
- Make use of different communication application in case there is an service outage for one specific application.

Be aware that when mobile coverage is poor, you may still be able to use SMS text messages or email to communicate.

Tips:

- Check the network that is used in your destination country. If possible carry a quad-band telephone that provides the widest mobile coverage.
- Keep all handheld devices fully charged whenever possible; keep a back-up battery and car charger (available in most international airports) to recharge your telephones if the power network fails.

LAYERS OF PROTECTION

There is no single measure which guarantees your security. A sound security plan involves applying several layers of protection, including physical and procedural elements.

- Use the 6 principles as procedural layers to plan your trip and also as a daily check list before you leave your accommodation.
- Physical layers will increase your protection when travelling; for example: being in a locked room is safer than waiting in the lobby, which is safer than standing in the street outside the dormitory.
- Adopt appropriate security measures and maintain them. These measures should be in direct relation to the threats you are likely to face in your destination.
- Always remain alert. Effective personal security must be applied 24 hours a day, even on the return leg of your journey.

Tip:

Wherever you are in the world, 24 hours a day, 7 days a week, our security experts are ready to take your call and provide support and assistance while you are travelling.

ADDITIONAL ADVICE FOR WOMEN TRAVELLERS

We recommend five rules for women travellers to aid planning and behaviour:

1. Know Your Profile - and plan your trip and the support you need accordingly.
2. Do Your Research - especially if travelling to a new destination or alone (such as religion, dress, behaviour).
3. Be a Hard Target - consider the protective measures you would use at home and apply these to your trip.
4. Be Confident and Assertive - present an air of confidence and assuredness, learn to firmly but politely say 'no thank you', trust your instincts and don't leave your comfort zone.
5. Stay Calm - calmness = control, get to a safe location and ask for assistance.

In addition to this booklet's generic advice, we also recommend:

- Observe and respect local clothing customs. Outside of meetings wear flat shoes.
- In some countries, a lone female traveller is a source of curiosity: you may be stared at if travelling alone. As a precaution, avoid eye contact with strangers, especially on the street and on public transport; consider wearing sunglasses.
- A wedding ring – even a fake one – can reduce levels of unwanted male attention.
- Some accommodation offer women-only floors; ask about them when you book your room.
- Check the available transport options at your destination, and if there are any additional precautions advised for women – such as not using a taxi if alone.



BEFORE LEAVING

DOCUMENTS

- Make copies of all your key documents. One to take with you (store in a different place to the originals), one to leave with your family or at work and an electronic copy.
- Documents you should copy include: passport, visas, credit cards, itinerary, contact numbers, vaccination card, prescriptions and driving licence.
- Scan the relevant pages of your passport and send them to an easily accessible email account. If your passport is lost or stolen this will make it easier for a consulate to issue emergency travel documents. Remember to erase this information from the email account upon your return.
- Carry spare passport photos with you.
- Carry a travel wallet/purse with just your essential items or remove all non-essential paperwork, identity cards and other items from your everyday wallet/purse.
- Ensure that you have passed your essential contact details to your management.
- Consider purchasing maps for your destination. You can mark and number the regular routes you will use, noting down the various safe stopping points en route. This will help when you prepare your daily itinerary and in varying your routine.

Tip :

You can use your wallet card or membership contact number to seek guidance from a security professional on how to plan routes and journey management.

LUGGAGE AND CLOTHING

- Use hard shell luggage rather than soft bags; avoid designer brands that could attract attention.
- Lock your luggage with a padlock.
- Label your luggage with a personal email address in a covered or sealed tag (so as not to indicate where you live and potentially your nationality). Put a similar label inside your luggage.
- Remove frequent flyer cards from your luggage (these might attract attention in some countries).
- Pack comfortable and suitable clothing depending on weather conditions and cultural considerations at your destination.
- Always keep prescription drugs and glasses/contact lenses in your hand luggage; also keep a change of clothes if you can.
- Pack a small medical kit in your checked-in luggage when travelling to high-risk countries and countries with low medical assistance standards. (see page 37)
- Follow air travel safety regulations and liquid restrictions; these may change at short notice and may differ from country to country, so keep yourself informed about what you can and can not take with you.

Tip :

If you are travelling to the US, the padlocks you use should be approved by the Transportation Security Administration. These are compatible with the US Customs master key, which allows officials to inspect your bag(s) and lock them up again. If your bag is inspected, customs officials generally leave a notification of search card in your luggage for official verification.

ADDITIONAL PREPARATIONS

- Review our country guide for your destination country and sign up for email alerts.
- Identify the vaccinations and appropriate preventive medications required for your destination. Ensure they are permitted in the country you are travelling to and bring record/documentation.
- Try to learn enough of the local language to identify yourself, acknowledge directions, express common greetings and courtesies, and ask for help.
- Arrange transport well in advance of your trip whenever possible.
- Take a door wedge; it can help secure your accommodation door if the lock is faulty and gives you additional reassurance.
- Check if it is legal to import foreign currency; if it is, obtain local currency from your bank or at the airport - including small denominations.
- Run a final check of your bags to ensure that you are not carrying any dangerous or prohibited items.
- Allow at least one hour for check-in for domestic flights and two to three hours for international flights.

Tip:

For more information about the type of vaccines you may need for your trip, or on international travel and health more generally, please consult the International SOS medical pages at www.internationalsos.com or the World Health Organization's website at www.who.int/ith/en/.



WHEN YOU ARE ABROAD

ARRIVAL AT YOUR DESTINATION

- Be aware of airport formalities before arriving. In some countries, men and women queue in separate lines at customs and immigration.
- Be polite when dealing with police and immigration officials, even if they are officious and heavy-handed.
- Travellers can be at higher risk of theft and touting at airports than elsewhere. Arrange for someone known personally to you to meet you at the airport. Ensure that you pay particular attention to your valuables at security check points and transport pick-up and drop-off locations.
- Before you collect your baggage, have a good look around to identify the exit; once you have your bag, you can walk confidently in that direction without appearing lost.
- Only use official, licensed taxis. If there is no meter, agree on a price before setting off.
- If you are being met by a driver; ask for the minimum of information to be put on their sign, have some identifying questions to confirm their identity, request their name and phone number if you foresee a language problem. Call the company if you have any doubts.
- Where possible, avoid arriving after dark or after a long overnight flight; you may be disorientated and prone to making rash decision that affect your safety.

GETTING AROUND

- Traffic accidents are the commonest cause of injury to travelling individuals; avoid driving yourself, unless you are very familiar with the environment and the local rules of the road. In some countries, there is a risk of mob violence in the event of an accident, particularly if it involves children.
- Ideally, ensure you know where you are and where you are going at all times.
- Sit in the back seat on the opposite side from the driver. Wear a seatbelt if available.
- Wind your windows up and lock doors at all times. Make it difficult for anyone to enter your vehicle.
- Remain vigilant when approaching choke points, traffic lights and intersections, as this is where vehicles are more vulnerable to attack.
- Avoid using electronic devices while travelling.
- Ensure that your driver keeps a decent gap between your vehicle and the vehicle in front, both when driving and when stopped.

- You should be able to see the rear tyres of the car in front. This provides better awareness of other cars and room to manoeuvre away from danger.
- If an attempt to stop your vehicle is made and it is damaged but driveable, tell your driver to continue driving until you reach a known safe area.
- In higher risk areas, ensure that you have guaranteed communications to a response element or team and that you travel with at least two vehicles as back up in case of a breakdown.
- Some mobile devices provide GPS and route orientation; it may then help you navigate in the event of an incident.
- If you are using app-based ride-sharing services, make sure you have input an emergency contact and make use of the real-time monitoring function within the application and share your journey to your trusted contact.

Tips:

- Check the tyres before boarding a vehicle. Make sure there is a spare tyre (inflated and of the right size and type), a jack to lift the vehicle and tyre-changing equipment. Ensure basic maintenance checks are conducted including radiator, water, fluids, oil and petrol (gas) or diesel.
- In some European countries, your emergency equipment in the vehicle must include a fluorescent jacket and breathalyser.

AT THE HOTEL

- When you check into your hotel, arrange to have a room that does not face a main street or car park (parking lot). Ask for a room between the second and seventh floors (generally the maximum reach of fire ladders), close but not immediately adjacent to a fire escape.
- Avoid ground floor rooms.
- On the way to your room, locate the fire escapes, extinguishers and fire alarms. Once you have checked into your room, read the fire escape plan and walk the route to the nearest fire exit. More details on fire safety precautions can be found on page 38.
- Open the fire escape door and check that it is not blocked. If it is, report it to the hotel management. Use the spy-hole and door chain, if your room has them, when answering the door.
- Keep your essential items (keys, passport, laptop, wallet, medical kit, small torch, etc) in a 'grab bag' that you could take with you immediately. This ensures that you do not waste time looking for these items in an emergency.
- Have your shoes ready by the door. Most common injuries to hotel guests are burns and cuts sustained when evacuating through fire and broken glass with bare feet.
- Keep your valuable items in the safe when you are out of the room.
- Do not leave documents or your travel plans in plain view.

- When you leave, pretend that your room is occupied by hanging the Do Not Disturb sign on the door and/or leaving the television on (this can reduce the risk of theft from your room). You can sometimes replace the hotel's magnetic room key in the slot that controls the lights and electricity with a simple business card, so you can take the key with you; alternatively you can ask for a second key.
- Never leave your laptop unattended or unlocked – always assume your room might be searched. Use laptop cable locks.

Tip:

In certain countries, female students should check if the accommodation or hotels have women only floors.

When in doubt about the quality of the security arrangements at your hotel, act by checking into another international standard hotel. You can use your membership contact number (on your wallet card) to seek guidance from one of our security professionals.

STAYING SAFE

- Consider carrying a ‘muggers’ wallet or purse in your pocket or handbag. The robbery wallet should have your daily cash needs and redundant cards and old photos. This wallet should be handed over if you are robbed. Keep a credit card and extra cash in a pocket, but use the robbery wallet as your daily source of cash. Remove any recent family photos or other items that may encourage you to not surrender your wallet.
- Carry handbags on the opposite side from passing traffic. This reduces the risk of thieves on motorcycles trying to snatch them.
- Avoid walking unless you are confident of the security situation. Do not walk by yourself at night or in industrial or less salubrious parts of town. Main roads tend to be busy and therefore safer, use them whenever practical.
- Watch your drinks being poured when you are out and do not leave your drinks unattended; discard them if this happens. Do not accept drinks from strangers and avoid going to nightclubs or bars by yourself or with people you do not know well.
- Avoid any discussion of politics, religion or key government and authority figures.
- Avoid using public transport where recommended.

Tip:

In certain countries, especially where language may be an issue, your accommodation or hotel may give you a ‘take me home card’ with your school details. Keep this separate from your wallet.



cell

LKKVIBU
KILIMBARI
KILIMBARI

PHAR
LUSIT NOBE
RESTORERS
DMK
ELECTRONICS
MWARAKA

PHARMACY

QMW
8715

PHARMACY
TEL: 011 2511 2511



IF THINGS GO WRONG

INJURY OR HEALTH PROBLEM

In the event of injury or illness, you should immediately contact your nearest Assistance Centre using your membership card for the number or connect automatically through the Assistance App. The 27 Assistance Centres operate 24 hours a day and your call will immediately be connected to a member of the medical team after confirming your name and contact number and location.

International SOS can:

- Provide expert medical advice and information.
- Recommend the appropriate medical care, liaise with the medical provider to coordinate your treatment and follow up on your treatment.
- Arrange the necessary transportation to the nearest, most appropriate medical facility.

Make sure you always carry your membership card with you, as well as downloading the Assistance App on your smart phone or android.

The contact details for our major Assistance Centres is shown on page 34, as well as details on how to download the Assistance App.

CAR ACCIDENT

Procedures vary depending on where you are in the world, but in all circumstances, you need to consider the local legal requirements. In certain countries it is not advisable to stay at the accident site, whereas in other locations, you should remain at the scene of the accident.

- If you need to leave the scene for your own safety, you must report the accident as soon as possible to the local authorities. It may be safer for you to do this via your embassy or consulate.
- Telephone or ask someone to call the police and an ambulance if necessary.

ARMED CONFRONTION AND MUGGINGS

Do:

- Stay calm and do what they say.
- Adopt a non-threatening posture – back off slightly and look down, with your palms showing.
- Give them what they want.
- Say what you're going to do before you do it (e.g. when removing your wallet from your pocket).

Don't:

- Plead with the attacker or try to start a conversation. They want your money, not your words.
- Be a hero. Money can be replaced – your life can't. Don't resist or try to fight.
- Challenge their feelings of control.
- Make any sudden movements.

Don't carry anything of real or sentimental value that you may resist parting with.

RIOTS, CIVIL DISORDER AND SOCIAL UNREST

- If you find yourself in the vicinity of a demonstration, immediately move away to a safe area. Do not take pictures.
- If you find yourself between police lines and an advancing crowd, move off the street at right angles without running, and move indoors immediately if you can.
- If away from your accommodation or university, try to seek refuge in an international hotel, office building or shopping mall.
- If you find yourself driving into a riot, instruct your driver to slow down and make a turn so as to avoid both rioters and the security forces.
- If this is not possible, stop the vehicle and attempt to reverse. If you are blocked in, assess your distance from the crowd and make a decision as to whether you can escape on foot.
- Stay with your driver and agree on where you are heading. When you decide to go, park the vehicle, exit and walk briskly away from the crowd.
- Do not run, unless you are being pursued.
- Any sign of panic or rapid movement can attract a mob's interest and should be avoided.

Tip:

Before you travel to a high-risk location, contact us to seek advice from a security professional about the best way to deal with such incidents.

EXPLOSION OR TERRORIST ATTACK

In the event of an attack:

- If you are uninjured, move away from the blast site toward a secure area. Terrorists will often place a secondary device in vehicles or bins located near the scene of the first attack to cause maximum casualties to emergency services.
- Once you have identified a safe location, move indoors and upstairs.
- Avoid standing near glass windows as they may shatter into lethal fragments in further explosions.
- Contact your office to find out the latest on the situation.
- Get your support element to tune in to the latest news and brief you on what is happening.
- Move from your secure location only when the situation has stabilised and/or when allowed by the authorities to do so.

SHOOTING INCIDENTS

In the event of hearing gunfire:

- Get into cover, if no cover is available lie flat on the ground.
- Once in cover orientate yourself with the shooting to ensure you are in a good location - this can often be done by seeing which way other people are moving (away from the incident).
- Don't be curious - keep away from windows and don't attempt to see what is going on.
- If in a building, move to side away from incident; if outside look for better cover, crawl there and attempt to get out of the area as quickly as possible.

ABDUCTION AND KIDNAPPING

- Your ability to think straight and logically can be essential for your survival.
- Stay calm, do not make any sudden moves and follow instructions.
- The first 48 hours are the most challenging as you will be disoriented and in forced idleness.
- If you are part of a group, blend in with the others and avoid eye contact with the kidnappers.
- Staying alert and keeping your mind active will make you more positive and ensure that you are working towards getting home.
- Do not lie to captors, but equally do not readily give out information that they can exploit to gain further advantage over you.
- Keep healthy; look after your hygiene as best you can, eat, drink and try to exercise.
- Always try to humanise yourself, talk about your family, hopes and aspirations.

EARTHQUAKE

If you are **inside a building** during an earthquake:

- DROP to the ground
- Take COVER by getting under a sturdy table/desk or other piece of furniture
- HOLD ON (to the furniture) until the shaking stops
- If there isn't a piece of furniture near you cover your face and head with your arms and crouch in an inside corner of the building, or in a load-bearing doorway. Don't move more than a few steps.
- If in bed stay there and cover your head with a pillow (check here is nothing that could fall on you).
- Do not try to move long distances or leave a building while there is still shaking. When the shaking stops, leave the building and keep away from all structures.
- Be prepared for aftershocks.

If you are **outside a building**:

- Head for open spaces and stay there.
- Be aware of overhead wires, power lines, trees and material falling from buildings.
- Stay away from vehicles that may be thrown around.

If you are **in a vehicle**:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

If **trapped** under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

FLOODING

Always check if you are in an area that is at risk of flooding. If there is a possibility of flooding, make an early decision to evacuate or prepare the site to resist flooding.

- If on foot, move to high ground and take shelter until the rain or floods subside. Call for emergency assistance.
- If travelling by road, head for higher ground and wait for the flooding to subside. Carry a tow rope, shovel/spade, axe and canvas or waterproof plastic sheeting.
- Do not attempt to cross waterways; find another route to reach your destination or seek higher ground and wait for the water to subside. You should not attempt to ford flooded roads as floodwater may have washed away the surface, and even slow moving water can sweep away people and vehicles. Avoid wading through floodwater due to the risks of contamination and debris.
- Be aware of the risk of flash floods.

LANDSLIDE

- During heavy rain or snow, avoid travelling in mountainous areas that are prone to rock or mudslides. Do not travel on sections of high-risk road after dark.
- If driving in areas where there is a risk of landslides, try to stay in the centre of the road or track and avoid close proximity to the edge, which may collapse under your vehicle if the soil is loosened. Assess the route on foot if necessary and use a guide to walk the route in front of the vehicle to assess difficult sections.
- If you encounter rock or landslides en route, check if it is safer to turn back or continue your journey, based on local advice and your assessment of the situation.

ANNEX A

24/7 TRAVEL SECURITY ASSISTANCE

How to use your membership

- You can speak to our experienced security professionals via the Assistance Centres, some numbers are listed below and on your membership card. You may have a dedicated line on your membership card.
- You can contact any International SOS Assistance Centre. The key regional Assistance Centres are:

Dubai	+971 4 601 8777
London	+44 20 8762 8008
Paris	+33 155 633 155
Philadelphia	+1 215 942 8226
Singapore	+65 6338 7800

- Country information and advice is also available on our travel security pages, which you can access via www.internationalsos.com. You need your membership number to log in.
- Once in the online portal you should also sign up for email alerts for countries of interest.
- Download the Assistance App through your device App store, via <http://app.lk/sos-member> or with this QR code:



ANNEX B

PREPARATION CHECKLIST

Documents	Hand Luggage
Tickets or e-tickets	Light, warm top
Itinerary	Notebook computer
Passport	Power adaptor
Vaccination card	Telephone charger
Driver's license	Essential medications
Prescriptions (check legality of prescription drugs before travel - call Assistance Centre if in any doubt)	Repeat prescription
Travel insurance policy	Sunglasses
Photocopies x 3 of passport, visas, credit cards, itinerary, vaccination record, account numbers, driver's license, prescriptions (scan to internet email)	Spare glasses, change of clothes
Passport photos x 4	Travel guide
Map of destination	
Additional Preparation	Contact Numbers
Pre-reading	Family contact numbers
Appropriate vaccines up to date (check relevant country information at www.internationalso.com and www.control-risks.com)	Airport transfer contact number
General insurance in order	University contact numbers
	Embassy contact numbers

Luggage
Lock for luggage
Concealed label and address fitted to all cases
Sun hats and sun screen
Insect repellent
Toiletries
Medical kit (check use-by dates)
Suitable clothing

ANNEX C

EMERGENCY MEDICAL KIT - INDIVIDUAL

Item	Quantity	Purpose	Adult dosage
Panadol, Paracetamol 500mg	20 tablets	Fever or temporary relief of minor and moderate pain	1-2 tablets 3-4 times daily. Do not exceed 8 tablets daily.
Loperamine 2mg (Imodium) oral capsules	12 tablets	Acute non-specific diarrhoea	1-2 tablets initially, then 1 tablet after each unformed stool. No more than 8 tablets a day. Drink plenty of fluids.
Band-aid, Plasters	10 pieces	To cover small size wound	For single use only.
Alcohol swab	10 pieces	Disinfecting wounds	For single use only. Apply directly to wound.
Non-sterile globes	1 pair	Multi-purpose	
Sterile sponges	10 pieces	Disinfecting the wound.	For single use only. Apply directly to wound.
23 gauge needles	2 pieces	Injections	
Syringe 5ml and 10ml	2 pieces	Injections and irrigation of wounds	
Iodine 10ml	1 bottle	Disinfecting wounds, purifying water	1 drop per litre
Steristrips	2	Closure of wounds	
Saline 5ml	2	Cleaning wounds/ eyes	
Thermometer	1	Temperature check	
Gauze		Dressing wounds	
Bandage	1 roll	Bites, other wounds	
Albupore tape	1 roll		
Repalte	3	Rehydration	Follow direction on box

ANNEX D

FIRE SAFETY PRECAUTIONS

Consideration	Action
Maintain essential equipment	<ul style="list-style-type: none">• When in the room always keep your keys, wallet, passport, glasses, prescriptions drugs, mobile phone and emergency kit in a grab bag.
Locate exits and check room	<ul style="list-style-type: none">• After arriving in your room read the fire escape plan and locate your fire exit. Count the doors between your room and the exit and note which side of the corridor it is on. Note any obstacles along the route. Think through the route one more time.• Check your room.• Practice opening the window and note whether there is a ledge, balcony or other way to get out.• Check where the furniture is located in the room.
Test exits	<ul style="list-style-type: none">• If possible check that the door opens from the corridor and that it is locked from the stairwell side.
Limit the spread of fire	<ul style="list-style-type: none">• Always close the doors that you pass through. Closing doors significantly limits the pace of the spread of fire.
Investigate disturbances	<ul style="list-style-type: none">• If you wake up during the night, go to your door and check the spy hole. If unsure, phone reception and tell them.
Respond to smoke in your room	<ul style="list-style-type: none">• Roll out of bed (smoke will rise—keep low to the floor).• Get your grab bag.• Crawl to the door on hands and knees, pocket your key.• Test the heat of the door knob.• If it is extremely hot, do not open.• If warm, go to the hinge side of the door and with the palm on the knob, open slightly.• Peek around the door to assess the conditions.• If the corridor is on fire, completely filled with smoke or the door knob is very hot, do not leave your room. Adopt the procedure for trapped in the room (see below).• If you come across thick smoke in the corridor, do not attempt to go through it. Stop and go back up to the room. Once through the exit on the roof, leave this door open to allow the stairs to vent.• Move to the windward side (the side the wind is coming towards) of the building and attempt to make contact with the rescuers.

Consideration	Action
<p>Actions if trapped in room</p>	<ul style="list-style-type: none"> • Don't panic. In most cases you will remain safe if you act quickly. • Open your window to vent the room. • If the air is fresh outside leave the window open , but keep checking it. • Fill the bath with water • Turn off the electric vent. • Place wet towels under the door to prevent smoke getting in. • Wet the mattress, soak your towels and bail water onto the door and floors to cool the room and slow the fire. • Phone hotel staff and your support team. • Move to the window and attempt to signal to rescuers, between wetting down the door and room.
<p>What not to do in fire emergencies</p>	<ul style="list-style-type: none"> • Don't attempt to jump if you are above the second floor. • Don't EVER use the lift/elevator if you suspect there is a fire. Lifts/elevators often stop on the floors that are on fire. • Don't panic. Keep thinking at all times.



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