

Appendix 3

Travel Tips and Advice whilst you are away on University business

1. Personal safety and security
2. Medical issues
3. Vehicles
4. Accommodation safety
5. Female travel safety
6. Terrorism safety checklist

Personal safety and security

- Always tell someone where you are going, what your intended route is and how long your journey is likely to be. This can be your embassy, consulate, friend, family, work supervisor or colleague etc
- Arrange regular call in times, let them know you are safe
- Never display signs of wealth, cameras, expensive watches, electronic gadgets make you a potential target
- Keep money wallets, purses and money both underclothing and not in pockets
- Consider carrying a dummy wallet with an out of date credit card and a small amount of cash in low denomination notes
- Keep your bags with you at all times and don't trust strangers to guard them
- Keep medications in your hand luggage and a copy of your prescription and letter from your GP in case you lose your medication
- Identify safe havens in your locality, hospital/police station/hotel. Head for these if you get into trouble
- Listen to local advice. Locals will have the most up to date information of where it is safe and not safe
- Avoid civil disturbances, protests and unrest
- Research the dates of local celebrations, festivals and anniversaries and respect local activities and laws
- Never get involved in using recreational/illegal drugs
- Social media – follow a few simple rules – never post your address online, turn off all location sharing features on all electronic devices, be extremely sensitive to what you post on social media and consider not posting anything whilst you are away

Medical Issues

- Visit the dentist before you travel
- Stay hydrated by drinking bottled water
- If medication works well for you take it on your trip
- If you fall ill seek help sooner rather than later. Many conditions are caused by bacteria that are strong and unfamiliar to your body and need medical intervention
- If things get serious make sure you have a plan for getting home and an insurance policy to get you home
- If ill once you are back at home make sure you tell your GP where you have been and the region you have visited
- If undertaking an expedition to a remote region, ideally everyone in the team should have a remote wilderness qualification – if not possible at least 2 people should be qualified
- Use the University contact/online services the University provides in the case of emergency

Vehicles

- Avoid travelling by road at night. You significantly increase the chances of an accident after dark. In developing countries road lighting is non-existent and often vehicles don't have working lights
- Check the transport company you intend to use has a good reputation
- Check whether the seats have proper seat belts, if not find another seat or vehicle
- Does the vehicle have straps to secure internal luggage
- Does the vehicle have a fire extinguisher
- Carry your own first aid kit and have it to hand
- If travelling alone in a taxi, sit directly behind the driver and never in the front seat. Sitting directly behind the driver makes you less accessible and gives you a better chance of fleeing the vehicle if you have to

Accommodation Safety

- Read the small print. They detail exactly what the hotel will or won't cover. They don't usually insure guests' belongings.
- When travelling take as few valuable items as you need
- Don't leave passports, tickets, technology or cameras lying around your room
- As of January 2017 the University does not recommend using Air B'n'B
- Wherever you are staying have a small grab bag next to your bed – this should include torch, phone, some cash and room key

Female Travel Safety

- Any female member of the University if they travel abroad on a regular basis should consider taking a female specific travel safety course. These are run by women for women
- Speak with other female members of the University who travel regularly
- Link into female travel safety networks such as Maiden Voyage www.maiden-voyage.com

Terrorism Safety Checklist

- If your instinct tells you something is not right move on
- Report any suspicious behaviour to the authorities as soon as possible
- Move quickly – find your nearest escape route as quickly as possible
- Temporary restrictions on local and international travel may follow an attack – this may make it difficult to leave an area
- Stay calm and listen to officials for advice
- Take note of your surroundings and of the possibility of future attacks. Listen to local TV/Radio for information
- Mobile networks are likely to be overwhelmed or shut down after an attack so you may not be able to communicate with the outside world