

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

Also consider dependent upon destination:

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

Chronic Diseases (e.g. Diabetes):

Allergies (e.g. Penicillin):

Personal Medical Information:

Cholera			
Rabies			
Hepatitis B			
Hepatitis A			
Typhoid			
Influenza			
Hepatitis E			
Hepatitis A			
TB/BCG			
Diphtheria			
Polio			
Covid-19			
Vaccination	Have	Need	

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

Item	Purpose
Face Masks	Face coverings limit the volume and travel distance of exhaled droplets
Anti-diarrhoea tablets	Try to use only in an emergency dispersed
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
Lozenges (dropper bottle)	Disinfecting wounds, purifying water
Sterit-strips	To close wounds
Cripe bandages	For sprains
Micro-pore tape	To secure bandages, blisters
Antihistamine tablets	For allergic reactions e.g. hayfever, insect bites
Tweezers	For removing splinters

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

### Vehicle Checks



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

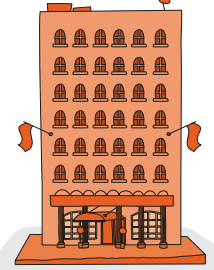
If in a remote or high risk location:

- 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.



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



Check	Everyday/Grab bag	Check	Main Bag
Phone charger	Phone charger	Clothes suitable for: <ul style="list-style-type: none"> <li>• climate</li> <li>• business environment</li> <li>• local culture</li> </ul>	Wash kit
Emergency phone charge (powerbank) or spare battery	Emergency phone charge (powerbank) or spare battery		
Laptop and charger	Laptop and charger		
First Aid Kit (see next page)	COVID-19 Paperwork Face Masks/ Hand Gel/ Wipes		
Prescription drugs (main supply)	Prescription drugs (for 48 hours)		
Door wedge	Spare glasses/contact lenses		
Some locations: Sun cream, hat, sun glasses	Torch		
Adaptor	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



### TRAVEL WISE COURSE CHECKLIST

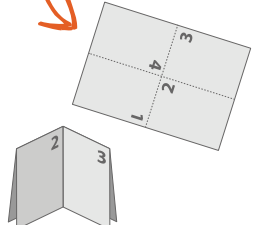
This fold up leaflet provides checklists related to the course you have just completed. Some are to help your preparation, some for use on the ground - it can also act as a paper back up of your important emergency numbers.

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:
  - Assistance/ Insurance
  - Taxi/ Car Company
  - Hotel
  - Local Embassy/ consulate

Keep me handy!



## 1

### Documents:

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

Other:

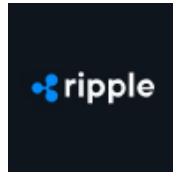
1. ....
2. ....

### 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.



### 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. ....

### 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

### 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. ....

### 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:

### 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?)

### Home Preparation:

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

### Contacts:

Work emergency contact:

**Assistance Provider Number?**

Hotel:

Local office/client:

Transport company:

Driver (if specified):

Insurance:

Assistance (if different to insurance):

Local embassy/consulate:

Other: