



Business Travel Safety Template

Use this template to compile safety resources and guidance for travelers.



Keep Your Travelers Out of Harm's Way

After years of limited business travel, employees are finally hitting the road again. But the world doesn't look the same as it did before the pandemic, and employees have changed with it. Whether it's their first trip away from home in a while or they've fully resumed previous travel habits, employees are looking for more safety training, guidance, and resources from their organizations.

But keeping your travelers safe and productive is no easy feat. Threats like severe weather, active shooter events, and civil unrest can put your traveling employees in harm's way or cause major disruptions if employees are caught unaware. And while your business travel policy may include basic safety and security guidance, you need a way to ensure employees have access to critical information in an easy-to-digest format so they can act quickly to stay safe during a potential emergency.

This template will help you determine the right information to provide travelers ahead of trips, how to assess potential travel risks, and ways you can prepare employees so they know exactly what to do—and how you can help them—if they encounter an emergency while traveling.

"I like to keep travel security simple. We look at who is going, where are they going, and what they are doing. Based on those three things, we can determine the risks to an employee and their trip and how to mitigate them."

Brian Cooke

Principal, Crisis & Security Consulting at Control Risks



How to Get the Most From This Template

By preparing ahead of time and providing the right resources all in one place, your travelers will have everything they need to protect themselves in case of an emergency.

1

Template pre-work

- Perform your risk assessment for frequent travel destinations.
- Review your company's travel safety policy.
- Review relevant crisis response plans, security procedures, and legal/HR requirements.

2

Fill out the template

- Complete the template for locations your team travels to frequently. In these cases, most of the details will apply to multiple trips, and you can focus on providing guidance specific to the traveler or circumstance.

3

Add details to the checklist

- Fill out point-of-contact information, important locations, potential travel risks, pre-trip resources, packing suggestions (based on cultural norms or security considerations), etc.
- Distribute the checklist, travel policy, and any other pertinent information to travelers before their departure.

Travel Safety Template

Traveling employee(s): _____

Travel destination(s): _____

Dates of travel: _____

Company point(s) of contact:

Primary: _____ Phone: _____

Secondary: _____ Phone: _____

Local emergency resources (e.g., embassy, hospitals, law enforcement, etc.):

_____ Address: _____ Phone: _____

_____ Address: _____ Phone: _____

_____ Address: _____ Phone: _____

_____ Address: _____ Phone: _____

TRAVEL RISK RATING: _____

Highest potential/impact risks:

Risk type: _____

Notes: _____

Risk type: _____

Notes: _____

Risk type: _____

Notes: _____

Risk type: _____

Notes: _____

Safety considerations:



Special safety considerations

might be required for entire teams traveling together, employees at higher risk, or executives needing additional resources.

Security recommendations:

Physical accommodations:

- _____
- _____

Digital accommodations:

- _____
- _____

Legal accommodations:

- _____
- _____



Examples of additional security accommodations:

- **Physical:** Car service or private security
- **Digital:** VPN service or burner computer/phone
- **Legal:** Work visa or special tax forms



Travel Safety Checklist for Employees

Traveling for work can be very rewarding, both for your career and the experience itself. But it also carries a certain amount of risk, especially if you are traveling to a different country or unfamiliar destination. Here is a checklist of things you can do to stay safe while away on a business trip.

Before your trip

- Pack for your anticipated work tasks and any down-time activities**

Be sure to consider the cultural expectations of your destination when deciding what to wear.

Special packing considerations:

- Learn relevant phrases in the local language (if applicable)**

Learn phrases or words that can help you in an emergency, such as how to ask for help and the words for hospital and police.

- Complete pre-trip safety training**

Required/optional training:

- Check in with the security team about cybersecurity expectations**

Ask if there are any special precautions you should take with your computer.

- Go over documented risks in the area**

Review this list of potential risks ahead of your trip so you know what to expect.

- _____

Safety while traveling

- Practice situational awareness**

Make sure you're always aware of your surroundings and know where the nearest exit is in case of an emergency.

- Follow your travel itinerary**

Stick to pre-planned methods of transportation whenever possible. In the event that your plans do change, immediately notify your company point of contact.

- Use cybersecurity protections**

Avoid public Wi-Fi networks, always use a VPN connection, and never leave your company equipment unattended.

- _____

Safety at your destination

Communicate your status

Check in regularly with your point of contact, so they know you are doing okay and if you need any assistance.

Reach out to your company point of contact with any concerns

Always have a way to get in touch with your point of contact in case anything happens and you need assistance.

Primary: _____ Phone: _____

Secondary: _____ Phone: _____

Know where your nearest emergency resources are

Keep a list of important locations like the embassy, hospitals, law enforcement, etc., so you can easily find help during a crisis.

_____ Address: _____ Phone: _____

_____ Address: _____ Phone: _____

_____ Address: _____ Phone: _____

_____ Address: _____ Phone: _____

Protect your personal belongings

Use protective items such as a money belt and an RFID-blocking wallet. When you're not at your hotel, lock up any valuables, including your company tech equipment.

IN CASE OF AN EMERGENCY

If you receive an emergency alert from the company:

1 Immediately find a safe place

Follow directions from the alert and any instructions from first responders.

2 Respond with your status and requests for assistance

Reply directly to the alert to report your status and request any help. Call the local emergency number or seek medical assistance if needed.

3 Contact your point of contact to discuss next steps

Reach out to see whether the travel plan has changed and what you should do once things have settled down.

If you encounter an emergency or need assistance:

1 Immediately find a safe place and call for help

Depending on the situation, you may need to evacuate or shelter in place. Call the local emergency number for assistance.

2 Reach out to your point of contact

When safe, let your company know what happened and how you are doing. Follow any instructions from there.

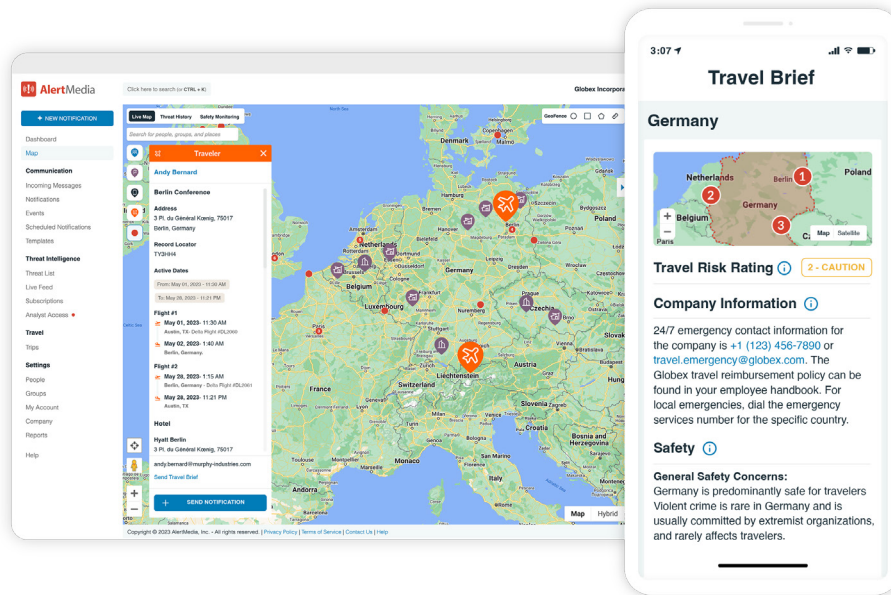
3 Discuss next steps with your point of contact

Ask whether the travel plan has changed and what you should do once things have settled down.



Streamline Your Response to Travel Emergencies

Protect travelers with real-time intelligence on threats impacting active and upcoming trips, and quickly reach them—all from a single solution.



AlertMedia Travel Risk Management helps you automate and scale your travel safety by staying ahead of potential threats, monitoring your employees' locations, and streamlining communication. Learn more about this integrated travel safety solution by [scheduling a demo](#) today.

The employee safety partner trusted by leading brands.



SEE HOW ALERTMEDIA CAN HELP KEEP YOUR PEOPLE SAFE, WHEREVER THEY ARE.

sales@alertmedia.com // (800) 826-0777 // alertmedia.com

SCHEDULE A DEMO