

## Travelling About

- Stay sober, alert, and inconspicuous.
- Remain aware of your surroundings.
- Use caution when discussing company business in lobbies, lounges, bars, airplanes, etc. – you never know who is listening.
- Keep phone numbers of local staff or embassies/ consulates with you.
- Keep your money out of sight. Never count it in public.
- Identify the “wrong” parts of town and avoid them. Local BP staff, embassy/consular officials, hotel security/concierge, and Group Security can assist.
- Avoid “flagging” taxis on streets. Use BP recommended taxi firms or taxis displaying driver identification or permits.
- Learn to operate public telephones after arrival. Carry necessary coins, tokens or calling cards.
- Protect your passport; thieves aggressively seek such items. In some locations, a copy (‘certified’ or stamped by local police) is acceptable for routine identification purposes. In these cases, keep your original passport locked in a safe location.
- If you are robbed or attacked, remain calm and do not offer resistance unless your life is endangered. Leave the scene immediately and report the incident to authorities, BP management and Group Security
- Do not approach (or attempt to view) demonstrations, labour disputes, or political rallies.
- Avoid disturbances and confrontations. Go the other way, immediately.

## When Driving

- Take local BP office advice on whether to hire a car or not.
- Avoid driving or renting expensive or high profile cars.
- Drive defensively, not aggressively.
- Use seat belt.
- Keep windows up and doors locked.



- Keep valuables and belongings out of sight - do not leave them on the passenger seats.
- Keep the fuel tank at least half-full at all times, and watch for evidence of tampering with your vehicle.
- Know your route - plan it ahead of time.
- Vary routes for routine travel as much as possible.
- Be suspicious of “accidents” – these could be a decoy to encourage you to stop your car.

## High Risk Locations

### Follow local BP advice



Locations where terrorism and kidnapping may be a problem:

- Minimize time in hotel reception areas/entrances to limit exposure to bombings or other attacks.
- Conduct meetings at hotels and offices in a private setting.
- Change hotels after 4 or 5 days at locations where acceptable alternative accommodations are available. Such moves complicate surveillance and reduce risk of kidnapping.
- Identify “safe havens” which can be used as emergency refuge. They vary by country, but commonly include embassies, consulates, and police stations.
- Vary schedules, routes, and vehicles to reduce risk of kidnapping or assault.

If outside, in the vicinity of a bombing or shooting, get down and seek cover immediately. Stay down for a few moments after an explosion since debris (glass, metal, wood, etc.) will still be propelled by the blast, either by its pressure wave or by gravity.

If inside a building near the vicinity of a bombing or shooting, get down and stay away from windows. Do not look outside to view or investigate. Stay low and move towards the building’s interior away from rooms exposed to the exterior.

## More detailed advice on:

Arrest – What to do if Arrested

ATMs Advice

Car Jacking

Hotel Security

Hotel Safety

Home & Property Security – Beat the Burglar

Home & Property Security – While You Are Away

Kidnap, How to Survive

Pickpockets

Sexual Assault – Drug Assisted – Prevention of

Travel Security – Holiday Travel Security Tips

Travel Security – Peace of Mind While You Are Away

Vehicle Security

can be found on the Group Security website  
<http://gbcweb.bpweb.bp.com/bpsecurity/>

notes

# International Travel Checklist



group**security**

Personnel should be aware of BP's current travel policy. At certain times travel is only permitted with the approval of a Group Vice President or an Associate President. At other times, the approval of the traveller's BUL (Business Unit Leader) or Function Head is required. Some countries require the approval of the receiving BUL too.

Also certain countries fall into a special "high risk" category in BP, for example : Algeria, Angola, and Colombia. Travel to these countries requires the approval of an appropriate business unit as well as adherence to Group Security travel guidelines and coordination with respective members of its network : Security Adviser (RSA), Business Security Manager (BSM) or Senior Analyst. In other countries, certain guidelines may also apply with the Business Unit. Check details on Group Security's website before travelling:

<http://gbcweb.bpweb.bp.com/bpsecurity/>.

There are also links to:

The UK Foreign and Commonwealth Office -

<http://www.fco.gov.uk>

U.S. Department of State -

[http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)

Canadian Department of Foreign Affairs and International Trade - <http://www.voyage.gc.ca>

Australian Department of Foreign Affairs and Trade - <http://www.dfat.gov.au/>

Control Risks - <http://gbcweb.bpweb.bp.com/bpsecurity/CountryRisksAndTravelAdvice/CountryListIndex.asp>

## Getting Ready



- Obtain all visas in advance. In many locations, the minimum time needed is two weeks. Some locations require additional time.
- Ensure that all required immunizations are current – some immunizations take two weeks to become effective.
- Advise host in BP office(s) of your travel plans, and ask if there are any special security procedures to be adhered to.
- Ensure that your passport is valid for six months from the start of your travel.
- Many airports require payment of an airport entry/exit tax. Be sure you have the correct amount in the required currency.
- Read 'Hi-Jacking (Aircraft)' and 'Personal Security' advice notes in the Security Guide/ Toolbox in the Group Security website.
- Become familiar with your destination's basic layout, such as distances to the airport, BP office, etc. before you arrive. Know who will meet you, what they look like, and precisely where the rendezvous will occur. If you are not being met, ask your host about taxi availability, cost, and safety. Always carry your host's contact details with you.

## Items to Leave at Home

- A copy of your itinerary with family and office colleague.
- A copy of your passport (photo/identification pages), visa, credit cards, and tickets with a colleague or family member. (In addition, carry copies of all items except the credit cards in checked luggage.)
- Credit cards and other membership cards that will not be used during your trip.
- Expensive or religious jewellery.
- Avoid carrying or wearing items with logos, including corporate symbols that identify nationality, sports affiliations, personal preferences, or associate you with commercial, religious, or political organizations.
- Pornographic or politically sensitive materials. Possession of these items is illegal in some countries.

## Key Items to Take Along

- Passport with required visas.
- A photocopy of your passport (photo and visa pages) and other travel documents. Keep copies separate from original documents. A copy should also be placed in any checked luggage.
- Corporate credit card(s), as appropriate, and a personal card for non-business related purchases – take copy of cards and leave at home/office.
- Contact details of BP office/host and hotels in countries to be visited. This information may be needed for landing cards. Also telephone number/address of relevant Embassy.
- Plain, nondescript luggage with good locks.
- Security strap recommended to prevent opening and to identify luggage.
- Use name tags with destination address on the outside of the luggage - do not put your home address on them. Tape your name and address inside your suitcases.
- Prescription medicines in clearly labelled containers. Do not combine different medications in the same containers.
- Torch, door wedge, smoke alarm, etc.
- Hand carry laptop – do not pack in case.

## Pre-Departure and at the Airport



- Check in early and go through security checkpoints straight away thus avoiding publicly accessible areas, such as terminal concourses. Heightened security measures may require a pre-departure arrival of 3-4 hours.
- Stay away from windows, waste bins and unattended luggage, etc. to minimise danger from explosions.
- Never agree to watch someone's luggage. Apart from the obvious dangers related to bombs, one common "scam" targets polite, unwary, travellers. Smugglers strike up a conversation with a traveller; if a security official approaches the area, the smuggler requests that the innocent traveller watches the bag while they "make a phone call" or "visit the restroom."
- Note the location of exits.
- Move away from disturbances.

## On Board

- Listen closely to the pre-flight safety briefing.
- Count rows to the safety exits – in thick smoke you may not be able to see.
- Check for luggage or other items left by previous passengers. Report any unattended items to airline personnel.
- Wear your shoes during takeoff and landing. The majority of aircraft accidents happen at takeoff or landing, and shoes will facilitate rapid departure over broken glass or burning items.

## Destination Arrival

- Request a hotel room between the third and seventh floors (high enough to frustrate intruders, but within the reach of most fire/emergency equipment).
- Check location of fire escapes and count number of doors to reach them– in thick smoke you may not be able to see.
- Ensure your phone works.
- Check the door locks work and, when you retire at night, consider using a door wedge.
- Don't leave your key at the hotel front desk unless it is absolutely required.
- Don't open the hotel door to anyone that you don't personally know or are not expecting. If in doubt, call the front desk before unlocking your door to check on caller's identity.
- When leaving your room, use your "Do Not Disturb" sign or leave a light on, as well as a television or radio, to give the appearance that your room is occupied.
- Never hang a "Please Clean this Room" sign on your door - a virtual invitation to thieves. Call Maid/Room service instead.
- Always put valuables in the room/hotel safe.
- Register with your embassy or consulate if staying for a lengthy period or arriving at a high-risk location.