



## Checklist: Protecting Yourself On Vacation

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- ❑ **Luggage** – Pack as lightly as you can. Heavy luggage will slow you down and make you more vulnerable to pickpockets and thieves. Also remember that thieves target expensive, designer luggage more than less conspicuous lower priced kinds.
- ❑ **Hotels** – If you are staying in a hotel, make sure the desk clerk does not announce your room number; if they mistakenly do, quietly request a new room assignment. Look for rooms that open to an interior hallway, rather than to the outside. A room that opens directly onto parking lots makes it easier for thieves to monitor when you come and go. Look for electronic key cards, rather than regular room keys. The electronic keys are reprogrammed for each new guest. It also is important to keep your room key hidden. Avoid taking your key out in restaurants and in other public places where it can be seen and stolen.
- ❑ **Purse and Wallet** – Women should carry their purse close to their body, not hanging at their side. Men should put their wallet in the inside of a coat or front pants pocket.
- ❑ **Money** – Keep money with you at all times – do not keep it in your suitcase. It also is recommended to divide it up among the adults on your trip. This will ensure that money will still be available should one person become a victim of a pickpocket. Consider using travelers' checks during extended vacations. Virtually all major hotel chains will cash travelers checks for their guests.
- ❑ **Jewelry** – Keep jewelry either with you or secured in the hotel safe until you need it. Avoid placing jewelry in your checked luggage, especially when your travel schedule requires a change of planes.
- ❑ **Credit Cards** – When using a credit card, be sure to get a receipt. In the event there is a carbon copy from your receipt, tear it up or put it in your purse for later disposal.
- ❑ **Rental Cars** – Rent a car that is unobtrusive and blends in. Leave nothing in sight in the car. Ask hotel front desk personnel which areas of town to avoid and what, if any, special precautions should be taken when driving a rental car. If someone tells you something is wrong with your car, don't stop. Go to a service station, or well-lit area to call for help.

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This material is for informational purposes only. It is not intended to give specific legal or risk management advice, nor are any suggested checklists or action plans intended to include or address all possible risk management exposures or solutions. You are encouraged to retain your own expert consultants and legal advisors in order to develop a risk management plan specific to your own activities.

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