

Journalists
Pre-departure checklist for overseas travel

| Use this as a checklist to ensure you have not forgotten anything, especially when travelling to hostile environments (HE) | Tick to confirm | Comments |
|---|-----------------|--|
| Documentation | | |
| My passport is valid for min. extra 6 months and has 2 clean pages | | For South Africa 4 clean pages best, ideally 2 double |
| I have the necessary travel and health insurance, with evacuation to my home country. Check the country is covered if my Foreign Ministry has banned travel there | | |
| If travelling to a country where evacuation is not possible, ensure I have started thinking of a workable plan – see below under security | | |
| I have adequate life assurance if going to high risk area and have put a plan in place for my family if anything happens to me. I have a will in place. | | If a high risk country your own life assurance may be invalid if you get killed/injured there. |
| I have the necessary insurance for my equipment | | |
| I & the office have a copy of key documentation; passport, Visas, driving licence – hard copy and soft copy | | |
| My phone and computer is backed up. Any sensitive material has been taken off | | |
| I have adequate life assurance in place if travelling to HE and it will cover me for FCO restricted countries | | |
| Make sure my NOK is up to date and I have Proof of Life questions and answers if there is a high risk of kidnap | | |
| Personal equipment and logistics | | |
| I have checked the weather & know whether I'm going to an earthquake zone | | |
| Money Think about taking travellers cheques for use in an emergency. Keep a log of the numbers somewhere else in case you lose them. I have a credit card – VISA or Mastercard (and it is in date) | | Ensure you spread this around your belongings |
| I have enough cash – Euros, £, \$, local currency (buy some airside if restricted for taxi fare) | | |
| Ensure I have extra passport sized photos | | |

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| Ensure I have printed off my flight ticket and have hard copies of travel itineraries | | Some airports you have to show them to get in. You don't want to be getting your phone out to show them |
| I have booked my hotel I have organised taxi/ local transport to meet me at the airport | | |
| I have business contact details; telephones numbers, addresses & loaded into mobile with dialling code | | |
| I have necessary travel equipment: i.e. medical pack, door lock | | |
| I have an unlocked phone that I can put a local sim card into. I have checked my phone works there and that my phone is backed up | | |
| Do I need a ballistic vest and helmet? Where can I get one from? | | If you borrow, make sure it has not been dropped and the plates are in good condition and that it fits |
| Health | | |
| I have checked what vaccinations I need for country www.fitfortravel.scot.nhs I am aware of other health risks such as dirty water, cholera | | If yellow fever, will proof certificate vaccination book |
| I have checked if I'm going to a malaria area and have appropriate Prophylactics | | Be aware that each country may require a different prophylactic |
| My colleagues know of any allergies that might cause me a problem and what to do and visa versa | | |
| My office knows what my blood group is | | |
| Security and contingency planning | | |
| I have completed an assignment outline and risk assessment | | |
| I have researched the current situation in the country | | |
| I have researched the country and know relevant issues such as religion, ethnic make up, past history, sensitive subjects, how they view UK etc. | | |
| I have considered the key security issues to be concerned about: crime, disease, road accidents | | |
| I have completed my risk assessment and had it signed off by my line manager | | |
| I have agreed a communications plan and check in procedure with my line manager. They are clear what to do if I don't check in | | |
| There are clear plans in place for contingencies; kidnap, car crashes, medical attention, death | | |
| Should I do a hostile environment training course? Do I need a refresher and is my medical training in date? | | |

Name:

Date: