Personal Security Guidelines

You can reduce the chances of becoming a victim by taking the basic precautions that you would in any congested urban environment of the world:

- **DO** keep yourself informed about the general security situation and monitor local news events.
- **DO** raise your personal security awareness.
- **DO** ensure that you carry identification and emergency contact numbers with you.
- **DO NOT** flaunt your wealth—dress and behave modestly to avoid unnecessary attention from criminals.

**At your accommodation**

- Keep your door locked at all times, even when you are in your room.
- Close and lock all windows and balcony doors when you leave your room. Keep large windows and balcony doors closed when you sleep.
- **DO NOT** open your door to a stranger unless you have determined his/her identity. If you are unable to determine your visitor’s identity, do not open the door.
- Lock your valuables in a safe or locker. If neither option is available, keep valuables well hidden when not in use.
- Keep window curtains closed when you are not at home and at night when internal lights are on, in order to prevent potential criminals from seeing your possessions and the layout of your house.
- **DO NOT** throw documents containing confidential personal information (e.g., credit card numbers, personal correspondence, financial data) in public trash canisters.
- **DO NOT** enter your room if you find the door unlocked. Inform reception immediately.
- **DO NOT** leave the ‘Please service the room’ sign on the door when you are out.
- While you are out in the evening leave the ‘Do not disturb’ sign on the door.

**Out and about**

- Plan your journey beforehand.
- Carry only those things that you will need including minimum amounts of cash and credit cards.
- Remain alert to your surroundings.
- Never leave your handbag or personal belongings unattended.
- Walk in well-lit and well-trafficked areas.
- Write down the name and address of your accommodation, and carry the paper with you if you need to get a taxi back to your accommodation.
- Taxis should be arranged through proper dispatchers or hotels. Pay the driver before exiting the vehicle.
- It is advisable not to enter a taxi in which the driver is accompanied.

**Carriage of handbags and laptop bags**

- If you are going to a café, bar or restaurant, consider leaving the bag at home or carrying a bag smaller in size that can be managed easily.
• Do not leave your bag unattended at any time—hand the bag physically to a friend when going to the bathroom. Consider placing a chair leg through the strap of the bag and the bag placed firmly under the table touching your feet.
• Leave valuables at home—never take items with you that you are not prepared to lose.
• When walking along the side of the road always sling your bag across your body carrying your bag away from the threat or positioned to the front of your body.
• Tightly grip the top of the bag while walking.

NOTE: The loss or theft of a badge must be communicated to the organizers or the relevant UNWTO Security Officer. A badge can only be replaced by UNWTO Secretariat staff.

**Emergencies**
Medical issues, police, fire department, ambulance and hospital: 24-hour service
Tel.: 112

**UNWTO – Security**
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