



# START A TRAVEL SECURITY PROGRAM

## 1 IDENTIFY FREQUENT FLIERS

Know who travels frequently, particularly to high-risk regions. Communicate the risk to travelers and keep them apprised of any development or escalation.

## 2 RANK RELEVANT RISK LOCATIONS

Use resources like your Global Security Operations Center, the Overseas Security Advisory Council, and the U.S. State Department or equivalent in your country.

## 3 IDENTIFY INTERNAL STAKEHOLDERS

Meet with internal functions that deal with traveling staff, including executive management, to communicate the urgency of travel security and obtain support.

## 4 INVENTORY EXISTING POLICIES

What does the organization do now to protect traveling employees? Where are the gaps, and how can the new program address them?

## 5 ASSESS VENDOR SERVICES

Many organizations don't have the resources in-house to track global risk developments in real time. An outside vendor may be able to help.

## 6 BEGIN PROGRAM ROLL-OUT

Don't neglect to include pre- and post-travel processes.

## 7 DEVELOP PRE-TRAVEL BRIEFING

Even while your program is in roll-out, it's important to get risk information, resources, points of contact, tools and training to traveling employees.

## 8 DEVELOP & TEST CRISIS PLANS

Include all relevant stakeholders in, for example, the testing or tabletop process.

## 9 ASSESS NEEDS & GAPS

Conduct postmortems on incidents and near misses and revise based on findings. Always solicit feedback from travelers and other stakeholders.

## 10 AUDIT AT-RISK LOCATIONS

How are suppliers and providers performing? Are physical security standards met? Are law enforcement and embassy liaisons in place and accessible to travelers?

