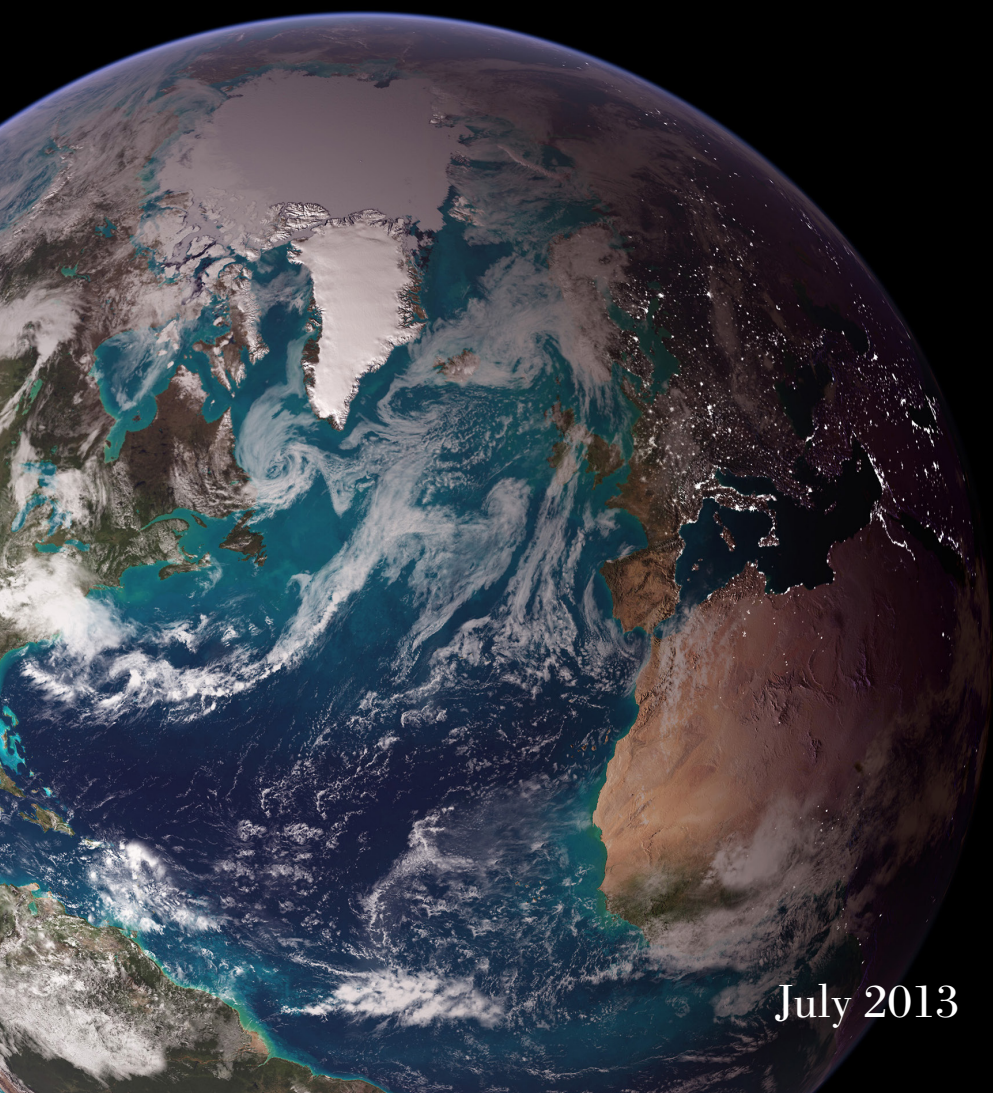


BROOKHAVEN NATIONAL LABORATORY

Global and Regional Solutions (GARS) Directorate

TRAVEL SAFETY

This brochure contains helpful hints and ideas to improve your safety while on official travel, especially foreign travel. Several of the topics addressed have their own requirements for approval. It is your responsibility to fulfill them.



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Cover Image Credit:
NASA images by Reto Stöckli, based on data from NASA
and NOAA. High resolution version at:
<http://visibleearth.nasa.gov/view.php?id=8108>

WHEN TRAVELING...

- Think Safety
- Think Security
- Be Alert
- Enjoy Your Trip

For all **OFFICIAL TRAVEL**

Before the trip

- Make travel arrangements through BNL Travel and verify their accuracy.
- If performing work at non-DOE facilities, contact GARS Research Operations (x4265) to determine if Work Planning and/or a Radiation Work Permit are required.
- Through BNL Travel, obtain a credit card for travel expenses. This is mandatory for travel to destinations in New York State.
- Ensure that you have a property pass if you are travelling with a BNL computer or other equipment. Check with your Property Representative if you have questions (Ext. 7876).
- Whenever renting a car, consider borrowing a Global Positioning System device from GARS Research Operations (Ext. 2746) for navigation in unfamiliar locations.
- Complete appropriate BNL training for safety and security issues associated with travel and expected work.
- Carry one government-issued credential for air travel; a passport or driver's license suffices.

Before the trip (continued)

- See your doctor and dentist about any health concerns related to your destination or mode of travel and to deal adequately with existing health conditions. Bring enough prescription medications and maybe an extra set of prescription eyeglasses.
- Activate out-of-office messages for e-mail and voice mail. If appropriate, set up and activate a travel e-mail account; arrange to re-direct select e-mail to this account.
- Know how to contact your hosts at your destinations.
- Pack clothing appropriate for the destination and season and have some in your carry-on luggage for air travel.
- Though they are very unlikely, learn about dealing with dangerous situations such as crashes and terrorism.
- Update or execute your will to include naming a guardian for minor children. Consider granting a power of attorney to an immediate relative or close friend.

During the trip

- Think safety in all situations: while traveling, in hotels, at work, and in public places.
- Use luggage tags with covers or flaps to avoid revealing your home address and laboratory affiliation.
- When driving a rental car or your own, carry your license, drive safely and heed local laws. Wear the seat belts and use only hands-free electronic devices.
- Avoid hotel rooms on the ground floor that open to vulnerable or outside areas.
- Do not leave unsecured valuables in your hotel room when you are not there.
- If you are involved, report crimes or theft to local authorities.
- Dress appropriately for your work.
- In laboratory or industrial facilities, be vigilant about all categories of hazard: mechanical, chemical, electrical, and radiation; follow local work controls; and obey facility regulations and restrictions.
- Follow cyber and information-security best practices.
- If you are injured or become ill, contact your family, your travel colleagues and your supervisor at the Laboratory as necessary.

After the trip

- Upon return, report any medical issues or concerns (i.e., if you were injured or became or become ill) to the Occupational Medical Clinic (OMC) at Ext. 3670 or 3671.
- Submit records of radiation dose to your GARS Facility Support Representative for Personnel Monitoring Records.



SolarTAC test facility in Aurora, CO (Image courtesy of NREL)



Temelin Nuclear Power Plant
with its surrounding fence
(Image courtesy of IAEA)

Additionally, for **OFFICIAL FOREIGN TRAVEL**

Before the trip

- Supply the information required on the foreign travel approval form (DOE F 551.1) to the Administrative Assistant in your Group for entry into the Foreign Travel Management System. Allow enough lead time to process all necessary paperwork (4-6 weeks). Contact BNL Foreign Travel at Ext. 6042 with questions.
- Obtain DOE approval and a State Department Electronic Country Clearance (eCC).
- Make sure your passport and visas are up-to-date and correct, and that your passport is signed and the personal notification data are listed. Make a copy of your passport and visa to take with you, but keep these copies separate from the originals. Leave additional copies with your Administrative Assistant and with a family member or friend.
- For ground travel, consider public transportation or chauffeured vehicles reserved through specialized logistics firms with offices in the U.S.A. In the latter case, know how to contact the representatives of the logistics firm at your destination.

Before the trip (continued)

- Obtain both temporary and control thermo-luminescent dosimeters (TLDs) if necessary (contact Research Operations for assistance, Ext. 4265) and if permissible to your hosts.
- Consider cultural training appropriate to your destination; at least learn courtesy words.
- Arrange for a language interpreter if necessary.
- Leave official DOE (or other government) identification badges at home unless required for official visits to a U.S. Embassy.
- Check in advance the web sites of the State Department and the Centers for Disease Control and Prevention (and others optionally), for your travel destinations and also for general foreign travel advice:
<http://www.travel.state.gov/travel>
<http://wwwnc.cdc.gov/travel>
- If appropriate, obtain a medical travel kit, medical guidance, and recommended inoculations (several weeks in advance!) from the OMC, Ext. 3670 or 3671. Some inoculations may require referral to travel medicine services outside BNL.
- Be sure your medical insurance will cover you at your destination, or obtain traveler's health insurance.
- Obtain an Ace Travel Assistance Program Card for medical emergencies. Contact Human Resources at Ext. 2881.
- Consider steps to reduce the effect of jet lag.
- Consider acquiring noise-cancelling headphones for use during long airplane flights.
- Have presentations, papers and other materials reviewed by the BNL Export Control Officer (Ext. 3812, 2088, or 7685) for sensitive content, potential intellectual property and export-controlled material; see also <http://intranet.bnl.gov/fsd/files/pdf/export.pdf>.
- Know how to phone the U.S.A. (country code 1) from your destination. For example, the number for reporting emergencies to BNL would be as follows: [Country-specific foreign access code, followed by] 1-631-344-2222.
- Consider obtaining a cell phone with international capability and programming the above number and other important numbers before departing.
- Obey all requirements appropriate to any Clearance you hold.
- Consult the Counterintelligence (CI) web site at <http://intranet.bnl.gov/CI>.

During the trip

- Move around and hydrate during long airplane, train, or vehicular trips to prevent deep vein thrombosis.
- Upon arrival, make a complete customs declaration if required.
- Use only authorized taxis.
- Hotels often register your passport and visa; you may have to give up your passport for several hours; don't forget to ask for it back. It is useful and sometimes mandatory to carry it with you during the day.
- Bring a copy of your eCC if appropriate and follow any Embassy requests.
- Be cautious about what you eat and drink to avoid food and water-borne diseases; remember that ice could be frozen contaminated water.
- Immediately report a lost or stolen passport or visa, significant incidents and any threats to your personal safety to the U.S. Embassy or Consulate. If you are involved, also report any crimes or theft.
- Deal only with established, legitimate currency exchanges.
- In situations where two languages are used through an interpreter, or when speaking to a foreigner directly, remember to speak sufficiently slowly, especially in facilities or experimental areas, to avoid misunderstandings that could compromise safety.
- Do not carry any items out of a foreign country for strangers. For yourself and for people known to you, do not carry items unless you know what they are and that carrying them is appropriate and legal.

After the trip

- Write a trip report and submit copies of it in the manner specified in the Standards Based Management System (SBMS) and eCC.
- Report any suspicious or anomalous events to the CI office.



First Nuclear Power Plant at IPPE in Russia
(Image courtesy of IAEA)

Additionally, for Official Foreign Travel to **SENSITIVE COUNTRIES**

Before the trip

- A list of sensitive countries is available from the Foreign Travel office at Ext. 6042.
- Attend a CI Pre-Travel Briefing, contact the CI office at Ext. 2234, and consult the CI website: <http://intranet.bnl.gov/CI>

During the trip

- Be aware that in some locations you may be watched and you may be recorded in your hotel room.
- Carry only essential identification and credit cards, and keep your passport, visa, medical letters, money, essential medications, and necessary valuables on your person.
- Do not photograph restricted areas or negative situations (indeed, avoid them); ask if in doubt.

After the trip

- Report any unusual or security incidents, interactions to CI immediately upon return.
- Attend a CI de-briefing that the CI Office will schedule.

Resources for Foreign Travel Safety

(Web addresses in this brochure were verified 20-23 July 2013)

I. SBMS Guidance on:

Official Domestic Travel

https://sbms.bnl.gov/sbmsearch/SubjArea/141/141_SA.cfm?parentID=141

Official Foreign Travel

https://sbms.bnl.gov/sbmsearch/SubjArea/43/43_SA.cfm?parentID=43

Conducting Off-Site Work

https://sbms.bnl.gov/sbmsearch/subjarea/109/109_exh17.cfm

2. BNL Travel

<https://portals.bnl.gov/sites/busops/SitePages/Travel.aspx>

3. BNL Occupational Medical Clinic

<http://intranet.bnl.gov/hr/occmcd/default.asp>

4. Human Resources Benefits Office

- a. Travel Assistance Program, covering medical emergencies abroad, with the possibility of evacuation

<http://www.bnl.gov/HR/Benefits/TravelAccidInsurance.asp>

- b. Medical insurance, particularly concerning geographical coverage

<http://www.bnl.gov/hr/Benefits/default.asp#ContactUs>

5. SBMS Guidance on Official Domestic Travel, Official Foreign Travel, and Conducting Off-Site Work

https://sbms.bnl.gov/sbmsearch/subjarea/109/109_exh17.cfm

6. Student Travel Top Tips for Women Travelers

<http://studenttravel.about.com/od/womenstudenttravelers/a/womentips.htm>

7. Logistics firms for local transportation abroad, thereby obviating some of the risks associated with car rentals. This is the practice for many national laboratory travelers to Russia; two such firms are:

- a. Technology Management Company: <http://www.tmcservices.com/>

- b. TechTrans International: <http://www.tti-corp.com>

Tear out this form and take it with you on your trip. Also leave a copy at home with a friend or relative.

Personal Information

Full name _____

Home address _____
Street City State Zip

Home phone _____ E-mail address _____

Birthday _____ SSN _____
(MM/DD/YYYY)

Passport number _____ Driver's license number _____

Business Information

Job title _____ Business phone _____

Business e-mail _____ Business fax _____

BNL Supervisor _____
Name Phone

Assistant _____
Name Phone

Cell phone _____ Cell phone password _____

Emergency and Medical Information

Emergency contact _____
Name Phone

Doctor _____
Name Phone

Doctor's address _____
Street City State Zip

Blood type _____

Known medical conditions _____

Known allergies _____

Medications _____

Medical insurance _____

Emergency Contact Information

U.S. Embassy/Consulate _____

BNL Emergencies 1-631-344-2222 _____

BNL Benefits 1-800-353-5321 _____

BSA Travel Assistance Plan

01AH585; Policy ADD N00325466
1-800-243-6124 (inside the U.S.)
1-202-659-7803 (outside the U.S. call collect)
OPS@europassistance-usa.com



For more information about GARS, consult:

www.bnl.gov/gars