

- ⇒ Walk as if you know where you are going, don't look lost.
- ⇒ Be aware of those around you.

Airport/Airplane Safety

- ⇒ Never agree to transport luggage or a package onto an airplane for someone you don't know.
- ⇒ Listen to all safety instructions given before take off.
- ⇒ Swallow or yawn frequently to equalize pressure in your ears during take off and landing.
- ⇒ Bring or order bottled water.

Vehicle Safety

- ⇒ When renting a vehicle, check that it is equipped with seat belts and air bags.
- ⇒ Park in well lit, secured areas. Avoid conversations with strangers in the parking lot.
- ⇒ Keep all property in the trunk.
- ⇒ Have keys in hand as you approach your vehicle.
- ⇒ Check around your vehicle and in the back seat before getting in.
- ⇒ Always wear your seatbelt!

Hotel Fire Safety

- ⇒ Know where fire exits and pay telephones are located in the event of an emergency.

- ⇒ If case of a fire, take the stairs, not the elevator. If you are stranded in your room.
- ⇒ During a fire, hang a sheet outside your window to inform the fire department that you are inside.

Hotel Safety

- ⇒ If you are a woman, use your last name and first initial for registering.
- ⇒ Tell hotel personnel to give you your room number in writing rather than verbally.
- ⇒ Have a hotel employee take you to your room if you have any concerns.
- ⇒ When you leave your hotel room, always lock the door.
- ⇒ Don't leave hotel room keys lying around where they can be stolen in public.
- ⇒ Find out where the safe and unsafe neighborhoods are located.
- ⇒ When you are in your room, keep the door locked with all the locks provided.
- ⇒ If someone knocks on your door, verify that your caller is the person you're expecting, before you open the door.
- ⇒ Even if you're expecting someone, if your door has a peephole, look through it before opening the door.
- ⇒ If you like to jog or work out while you're traveling, ask the hotel/motel to recommend a safe place.

TRAVEL & SAFETY

INFORMATION



COMMANDER NAVAL REGION
NORTHEAST
LAKEHURST

Safety Department

SAFETY



DEPARTMENT

INTRODUCTION

Do you travel as part of your job?

If you do, it doesn't matter if you are a frequent or non-frequent traveler, the following information applies to you and is provided for your personal use, compliments of the Safety Department.

Please keep this brochure in a safe place so you can refer to it every time you travel as it contains valuable information.

WHAT TO DO IF INJURED ON OFFICIAL TRAVEL

For the purpose of mishap reporting both Navy military and civilian personnel are considered to be on duty when they are on temporary duty or temporary additional duty (TDY/TAD) on assignment away from the regular place of employment. Personnel are covered 24 hours a day with respect to any injury that results from activities essential or incidental to the temporary assignment.

WHO TO CONTACT

Personnel (military and civilian) who sustain an injury on travel are required to do the following:

- ⇒ Obtain appropriate medical attention if necessary. Retain any paperwork you receive from any medical attention obtained.
- ⇒ Notify your immediate supervisor, team leader or whoever it is you report to, and provide the specifics of the injury. This notification should be made as soon as possible, not when you return from travel. After normal work hours contact the CDO at 732-323-2308.

Supervisors, team leaders and personnel who are notified their personnel have sustained an injury while on travel are required to notify the following:

- ⇒ Contact the Safety Department and report the specifics at (732) 323-2525/ DSN 624-2525 or go to <http://www.lakehurst.navy.mil/nlweb/> then go to Base Support, Safety Department, Mishap forms and fill out the Personal Injury Report.
- ⇒ Contact Human Relation Office, Injury Compensation Personnel (Civilians) at Commercial (732)323-2633 or DSN 624-2633
- ⇒ Military personnel need to inform their Chain Of Command or contact the Duty Officer at (732) 323-2308.

PRECAUTIONS While On Official Travel

When you are staying in an unfamiliar city, you may want to follow these safety tips if you have any concern for your safety.

General Travel Safety

- ⇒ Check your itinerary (attached to your travel orders) from the travel office before you leave for TDY/TAD and make sure all your traveling information is in correct.
- ⇒ If you are picking up a rental car at your destination make sure you check your itinerary prior to arriving at your destination for the name of the rental car company so you are not fumbling through papers at the last minute which could leave you as a vulnerable target.
- ⇒ Leave valuables at home, if you do bring valuables with you keep them in the hotel safe.
- ⇒ Always hold onto your luggage and handbags and wear your purse across your body in airports, hotel lobbies, or on city streets.
- ⇒ Try to travel with a trusted colleague.
- ⇒ Take taxis after dark. Don't walk alone at night.