

Staying safe and vigilant when travelling overseas

November 2019

Terrorist attacks can occur anywhere in the world, at any time, usually with little to no warning. It is vital that everyone stays alert and knows how to stay safe in such situations.

Employers' duty to ensure Safety and Security of employees working overseas

Sending employees overseas to work is becoming increasingly common in today's business world. Companies can take the following steps to ensure the safety and security of employees they send abroad:

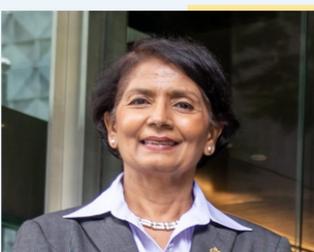
- ◆ **Strengthen internal policies**, and install protocols and systems for managing risks for employees travelling overseas for work.
- ◆ **Conduct risk assessments** before sending employees overseas. Consider the potential risks involved and implement necessary precautions to mitigate these risks.
- ◆ **Conduct a pre-departure briefing** to provide clear instructions on measures required to stay safe and secure, including guidance on what to do in the event of an emergency and contact numbers to local emergency services (e.g. Police, Ambulance, Fire Department).
- ◆ **Equip employees with first aid knowledge** and provide first aid kits for employees travelling overseas.
- ◆ **Provide employees with access to a company helpline** to seek support or emergency assistance when required.
- ◆ **Share lessons learnt** by returning employees.



Employees must also take responsibility for their own safety and security when travelling overseas

Here are some useful suggestions employees can adopt to ensure safe and secure travels:

- ◆ **Pre-travel register with MFA** (<https://eregister.mfa.gov.sg/>). The eRegister system allows you to update information regarding your travel itinerary abroad. The information you provide will allow MFA to contact you to ascertain whether you are safe in the event of a terror attack or disaster. Although it is not mandatory to register your travel information with MFA, you are strongly encouraged to do so.
- ◆ **Check Travel Advisories.** Before travelling, it is important to check MFA's website for any travel advisories issued for the intended destination(s). These travel advisories will forewarn travellers if their intended destination has reports of armed violence, civil or political unrest, high incidence of crime, natural disaster or outbreak of contagious diseases.
- ◆ **Remain vigilant and be updated on local events.** While abroad, remain vigilant and stay current with media coverage of local events, advisories and security developments. Take necessary precautions to ensure personal safety and heed the instructions of local authorities.
- ◆ **Stay connected with your family and friends**, regularly updating them of your safety and whereabouts. This can help authorities locate you in the event you become uncontactable.
- ◆ **Run, Hide and Tell when you encounter a terror attack**
 - ◆ **Run.** If an attack happens, run away from danger and head for the exits. Do not surrender or attempt to negotiate. Consider the safest route available, move quickly and quietly, insisting others go with you and leave your belongings behind. Stay safe and remain out of the attackers' view.
 - ◆ **Hide.** If running is not possible, hide. You should find a safe refuge, take cover and stay out of sight. Once you take shelter in a safe place, be very quiet and switch all mobile phones to silent mode. Lock yourself in. Barricade the entrances by placing objects such as tables or cupboards behind them. You should also stay away from the doors.
 - ◆ **Tell.** You should have the contact numbers of the local emergency services stored in your mobile phones. When it is safe, contact the local emergency services and provide as many details as possible about your location, the current situation, if there are any hostages or casualties involved, and descriptions of the number and appearance of the attackers.



"The support of agencies & strong connections with the community are very important. With this SGSecure movement, it allows us to work together to respond swiftly and recover from any crisis situations."

– Ms. Kanchan Kanwar, General Manager for Grand Park Orchard

Read about Grand Park Orchard's SGSecure plan [here](#).

Have a story to share about how your workplace has taken measures to be prepared?

Write to us at SGSecure_Workplaces@mom.gov.sg!