

## **Prior to Departure**

1. Copies of the traveler's airline tickets, passports, hotel reservations, car rental company, credit card numbers, email addresses, cell and satellite phone numbers and locations they planned to travel.
2. DNA based identification, medical conditions, medications and anything else that could assist the management team in finding and locating any lost or missing person or persons.
3. Two videos of each traveler need to be taken.
  - A. One video is for law enforcement, the media, as well as the family involved. The video needs to contain the traveler walking around and talking about how exciting the mission is, they need to be happy and enjoying life.
  - B. On a separate clip the traveler is speaking to the camera. They need to give three phrases used for Proof of Life, with several Duress Codes. The traveler is instructed to only use one Proof of Life phrase at a time. The Duress Code is to signal imminent danger to self and others, with another duress code to use to recall the travelers as the mission has been compromised and all are vulnerable. (Normally the organization has an internal leak at this point.)
4. Each traveler needs facial photographs taken to include front, left side, right side and a full body picture, and also of any unusual tattoos, piercings or markings and current dental X-rays.
5. Each traveler needs Contingency plans for transportation, maps, medical plans, emergency evacuation plans, evasion plan, friendly organizations that could assist your efforts, government contact information to include local police department phones numbers. Now if a traveler is compromised then some or all of the Contingency plans will have to be changed while your travelers are running from the bad guys. It will be a very dynamic environment and personnel experienced in high stress situations are highly desirable.
6. Enroll into the U.S. State Departments STEP program which alerts travelers, their company and their families if something happens in the country they are visiting.