

# AM I READY TO TRAVEL?

## BAGGAGE

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<b>Hand luggage</b>	Mobile phone and charger	
	Laptop and charger	
	Passport and travel documents	
	An official health report is necessary( in english if it's necessary)	
	Prescription medicines	
	Glasses and contact lenses	
	Cash in case of emergency	
	Phone lists ( not in the mobile phone) in case of emergency	
	Other bussiness documents	
<b>Suitcase</b>	Wear suitable clothing and footwear for the weather, meetings and local culture.	
	Sun cream	
	Insect repellent (If it's possible DTT 50%)	
	Washing kit	
	Adapter	
	Others	

## HEALTH

Vaccines	
Antimalarian treatment	
Yellow fever	
Prescription medication	
Prescriptions	
Extra glasses/contact lenses	
Others	

## DOCUMENTS

Passport	
Visa	
Pre-travel authorization	
Insurance	
Entrances	
Hotel booking	
A copy of documentation	
Certification needed to fly	
Driving license	
Credit cards	
Others	

## PHONE CONTACTS

CCLT	
Satellite CCLT	
Travel department	
Driver	
Car company	
Insurance	
Local embassy	
Others	

## VEHICLE

Insurance	
Wheels	
Seat belts	
Locks	
Windows	
<b>Taxi</b>	
	Taximeter
	License
<b>Driver</b>	
	Sober
	Talks the language
	Knows the destiny

If you need more information, please contact:

**Corporate Security department**

**security@fcc.es**

Or visit our website:

**[www.seguridadcorporativa.fcc.es](http://www.seguridadcorporativa.fcc.es)**



Las Tablas control room

landline.: 00 34 91 757 38 00  
 Mobile phone : 00 34 689 878 127  
 Satélite Phone: 00 8707 7631 6183  
 E-Mail: [centrocontrol-LT@fcc.es](mailto:centrocontrol-LT@fcc.es)

*The purpose of this check list is to help you to prepare your travel and verify different aspects before the travel.*



Corporate Security  
[www.seguridadcorporativa.fcc.es](http://www.seguridadcorporativa.fcc.es)

## NOTES:

## ALLIANZ ASSISTANCE

Travel insurance( travels<90 days of duration)

Policy number: 600074

### 24 Hours assistance phone

- From Spain: 902 213 100
- Overseas: +34 91 452 29 14

## ALLIANZ CARE

Expatriates health insurance

Assistance Phone number: + 653 1630 1304

International phone:

[www.allianzworldwidecare.com/toll-free-numbers](http://www.allianzworldwidecare.com/toll-free-numbers)

Correo electrónico:

[client.services@alliazworldwidecare.com](mailto:client.services@alliazworldwidecare.com)

Fax +353 1 630 1306



[safezone@fcc.es](mailto:safezone@fcc.es)

International SOS Assistance

FCC Membership: 21AYSA000015

24h assistance phone: +34 91 572 8235

<https://www.internationalsos.com/#>



# Conéctate y siéntete seguro



## 6 PRINCIPLES OF PERSONAL SECURITY

### 1. Preparation

It's the most important of this values and the other beginnings depend on it.

### 2. Cultural and personal alert

It's really important to be careful and accept that we are in a different place even if we share the same culture.

### 3. Low profile

Try to don't attract attention in places full of people.

### 4. Avoid the routine

Keeping a reiterative behaviour will increase the risk.

### 5. Information

We must keep informed our contacts, Company and family about our traveling plans.

### 6. Self protection

Taking some measures that will help to reduce the risks.



## Corporate Security

### Las Tablas Control Room

Fijo	00 34 91 757 38 00
Móvil	00 34 689 878 127
Satélite	00 8707 7631 6183
Mail	<a href="mailto:centrocontrol-LT@fcc.es">centrocontrol-LT@fcc.es</a>

The central medical services of FCC are located in Manuel Ferrero nº1, 28036 Madrid.

Phone number: +34 91 3142429