



**United Nations**

**Department of Safety and Security**

THE UNITED NATIONS DEPARTMENT OF SAFETY AND SECURITY (UNDSS ISW) WELCOMES YOU TO BOGOTÁ, COLOMBIA. AS PART OF THE SECURITY RISK MANAGEMENT PROCESS CARRIED OUT BY UNDSS ISW FOR THE STAFF OF UNSMS ORGANIZATIONS, WE RELATE THE FOLLOWING RECOMMENDATIONS, WHICH WE THANK YOU FOR TAKING INTO ACCOUNT DURING YOUR STAY IN THE COUNTRY



## GENERAL INFORMATION

Official language: Spanish

Political division: 20 localities/1922 neighborhoods.

Inhabitants: 7.181 million

Area: Total: 1775 km².

Altitude: Average: 2582 m.a.s.l.

Climate: Average 19°C the highest and 7°C the lowest.

## RECOMMENDATIONS UPON ARRIVAL IN BOGOTÁ

You have arrived at El Dorado Airport, Colombia's main airport, which is located west of Bogotá **Av. El Dorado No 103-9** ([Location, click here](#))

Have your valid passport and diplomatic passport ready.



## RECOMMENDATIONS ON DEPARTURE FROM BOGOTÁ

- Check your flight and avoid arriving at the airport at the last minute. Remember that the immigration process may take approximately one hour.
- Recognize your luggage, mark it, and secure it with a padlock. Keep your belongings under control.
- Declare any currency or items that are required by law.

## WITHDRAWALS AT ATMS

- Before entering the ATM, check and observe the people around you.
- Preferably choose ATMs located in shopping malls with CCTV, private surveillance, and good lighting.
- Verify that the door is closed correctly and never accept help from strangers when withdrawing your money.
- Verify and count the money received inside the booth. Do not withdraw large amounts of money; try to carry only one credit or debit card.
- Do not share your password. Do not allow strangers to observe your password while it is being entered. In case of any special situation when withdrawing money at the ATM, do not open the door and contact the COS immediately for recommendations.
- When making transactions at establishments, do not lose sight of your card and verify that the returned card is yours. For this, you can make a small personal mark that will allow you to recognize it more easily.



## HOTELS

- Use hotels recommended by UNDSS which are included in the Bogotá travel advisory (TA). In the following links, you can find any options according to our TA: [JW Marriott](#), [Movich Buró 26](#) and [Hilton 72](#).
- Know the emergency exits, evacuation routes, and meeting points.
- Check the room, closets, and bathrooms before getting settled in to verify that there are no foreign objects and persons.
- Prefer rooms on the 2nd to 7th floors to facilitate your evacuation in case of emergency.
- Avoid saying out loud the number of the room where you are staying when approaching the Hotel reception desk.
- Never leave your room keys unattended.
- Avoid exposing money or jewelry and place your valuables in the safety deposit boxes.



## IN CASE YOU NEED A TAXI

### BEFORE TAKING A TAXI.

Request the service by phone or app. Ask for the cab number and license plates and verify this data before boarding. Avoid taking cabs directly on the street and less at night.

### WHEN TAKING A TAXI.

Check the interior of the cab before getting in and if the locks on the back doors are functional. Sit in the back seat behind the driver. Write down or memorize the license plate number and if possible share the information with your organization's security officer or security focal point.

### DURING THE RIDE.

Stay alert and tell the taxi driver the route you prefer. If you do not know the city, use applications such as WAZE or Google Maps and ask the driver to follow the route shown there. Avoid talking about money or reserved matters while in the cab. Before getting out of the cab, check your personal belongings. Be ready to exit the vehicle any sign of danger

## SIGNS OF DANGER

- **Taxi drivers are accompanied by another person.**
- **Radio or cellular communication of the cab driver with persons other than the cab dispatcher.**
- **Intentional deviations from the scheduled route.**

## GENERAL PREVENTION MEASURES

- Avoid routine and repetitive movements on your routes in the city.
- Handle your affairs with reserve.
- Be alert to surveillance, if you feel you are in danger, please report it immediately to your Security Officer or Security Focal Point.
- Do not stop or offer assistance to people with vehicle problems.
- Do not park in open, dark, and unattended places.
- Before getting in or out of your vehicle, check the immediate area for suspicious items. Do not drive while intoxicated.
- Do not accept any drinks, food, or other items such as cigarettes, handkerchiefs, perfumes, etc. from strangers.
- In restaurants, bars or public places do not leave your bottle or glass of liquor abandoned, strangers can take advantage of your carelessness and place substances such as scopolamine.
- Avoid going alone to bars or night establishments.



**123** Emergency (COL)

**SOC** +57 311 2598976  
+57 313 8858390

Clínica Country 601 5300470  
Cra. 16 #82-95  
Hospital Santa Fe 601 6030303  
Ak. 7 #117 -15