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| **United Nations Disaster Assessment and Coordination (UNDAC)**  **UNDAC Safety & Security Plan** |
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**(NAME MISSION) SAFETY & SECURITY PLAN**

(As of ……. DTG)

General remark: this document has to be considered as an aid –memoire only and should be adapted to the circumstances. The S&S plan should be updated whenever relevant changes appear and should be briefed ASAP to all team members. There are different possible sources of information available and information should always be cross-checked about its validity. It is also highly recommended to have personal official documents scanned and electronically saved.

**Remember**: **Paper doesn’t reduce any risk. In the end security is everyone’s responsibility.**

1. **SECURITY SITUATION**
2. OVERVIEW (*Short description of the local situation (3-4 paragraphs) identifying)*:
3. The authorities and other main grouping (power lines);
4. Significant historical and recent events;
5. Threats you assess against Hum staff (incl EUCPT); include specific ones to national staff, women or other individuals or groups;
6. Use of camera including mobile phones.
7. UNDSS SLS or equivalent (level with short description of the parameters)- *try to fill in all 5 parameters using the UNDSS matrix while analyzing the travel advice*:
8. Civil unrest
9. Armed conflict
10. Crime
11. Terrorism
12. Hazard
13. **SECURITY RULES**

ONLY « location specific » rules. DO NOT include generic security rules and procedures that apply to almost all insecure areas (avoid overloading document):

1. Behavior: are there certain behaviors to adopt or avoid because of local culture?
2. Law and Custom: what local laws and customs should staff be aware of?
3. Dress (style, dress code, colors to be avoided,)
4. Equipment (to be adapted according to the circumstances)
5. Security Equipment available (or needed/to be procured): *Generator and litres needed per day, etc; Proactive equipment, etc*

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| First line | Always to be carried “on the person” in pockets or specific vest | Passport (or copy), vaccination card, torch, compass, whistle, mobile phone, GPS, daily medication, money … |
| Second line | To be put in a small rucksack and be taken with you to the office or when on the move (including urgent evacuation). Should allow you to “survive” for 24-48 hours. | Water, dry food for 24-48Hr  First aid + medication  WASH (limited)  Spare clothing (limited)  Charger, spare batteries  Blanket,  Maps, memory stick… |
| Third line | Remaining stuff in your travelling bag at the hotel |  |

1. Vehicle: daily (technical) control and necessary emergency supply for 24-48 hours. The car which is intended to be used is to be checked according to **POWDERB (Petrol, Oil, Water, Defects, Electrics, Rubber and Brakes)**.
2. Medical precautions: any location-specific medical precaution; specific personal medical information (allergies, medication, blood type,) about team members should be discussed **without obligation** and it will be up to the team members to decide to indicate specific issues and how to react.
3. Social media: (directives to the team🡪ERCC/ERSB; could any recent posts by team members jeopardize team)
4. Locations: areas out of bounds, when, religious sites, high risk areas…
5. Communication (= NOT a guide to radio use)

* Use of satellite communication systems is *allowed / not allowed*
* Reachable at all times (yes/no)
* Times of radio check (hotel, travel, move,)
* Radio channels to be monitored
* Which communication to be used during move or in case of emergency

1. Travel: specific procedures to follow (permission), whom to inform and when. Movement Tracking: Insert plans for locating staff. Travelling by car being the driver yourself should be avoided (analyse legal consequences in case of an accident). A local or international accepted driver should be used. International driving licences *are accepted / not accepted*.

Following travel possibilities are foreseen:

* Travelling inside the city area: cab(taxi) or rented car with local driver
* Travelling outside the city area: rented car with local driver and interpreter
* Ensure that rented cars are fuelled at least half full

Specific attention should be drawn when implicated in a traffic accident, reason why local drivers should be used whenever possible. You should request advise from your security officer on how to react if you are involved (physical risks by the mob,) in it.

* If trips are done by car all doors have to be locked and all windows have to be kept closed.
* While approaching vehicle checkpoints (VCP) the passengers should act according to **READE (Recognize, Evaluate, Avoid, Refuse, Escape/Exit)**. The driver or the team leader should only open the window a little bit and only handover copies of documents. If necessary, show the original ones at the window and try to avoid handing out original documents. All passengers should observe the situation around the car and are supposed to give information to all team members when something occurs.

1. Night: any location-specific procedures for night time.
2. Curfew: is a curfew in place? If so, what are the details?
3. Money: members should avoid carrying large amount of money and should keep/spread it in different pockets and/or locations.
4. Shelter (safe havens): all staff should be familiar with the shelter in each building to be used in case of attack
5. Staff and team welfare*:* Include established procedures to cope with stress and born out *(such as time off and breaks, rotation, team building, establishment of “buddy system”, relax/sport time, etc)*
6. Reaction to threats (UXO, fire, accident, earthquake/aftershocks, floods,) and procedures to follow

* If you are involved in a security incident and you have time, you should forward ASAP an “**Immediate Incident Report**” following Incident Reporting Procedure
* **What?** – Type of incident/emergency; Number of UN casualties
* **Who?** - who has the incident happened to? (call sign if using radio)
* **When?** -when did the incident happen?
* **Where?** - where did the incident happen? (GPS if possible)
* **What have you done about it?**
* **What help do you need?**

1. **MEDICAL FACILITIES**

List all medical facilities available with full contact details including GRIDS and WARNINGS (shortfalls/ medical dangers, - should be assessed by medical expert) –Map itinerary.

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| **Name Facility** | **Address + Grid** | **Contacts** | **Remark/Danger/Limits** |
| Dispensary X |  |  |  |
| Hospital Y |  |  |  |
| University Hospital Z |  |  |  |

1. **MEDICAL EVACUATION**

Medical and Casevac Procedure

1. Include nearest hospital
2. Give procedures (existing SOP or other document?)
3. Who’s entitled to medical evacuation and based on which decision?
4. Contact details of medical advisory and evacuation services:

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| **Name** | **Contact** | **Remark** |
| **International SOS London (Medical Insurance, for EXPERTS)** | **+44 208 762 8008** |  |

1. **EVACUATION FOR SECURITY REASONS**

Relocation and Evacuation Plan (OSOCC):

1. General concept
2. Concentration Point and Safe Haven
3. Route to Safe Haven
4. Who authorizes?
5. Discuss grab bag, evacuation procedure and alert system
6. Assembly points (mapping of emergency meeting point/evacuation plan)
7. Equipment to be carried (1st line, 2nd line, list it)
8. Likely evacuation routes (outside the country Yes/No, Air/Road/Sea options to be included)
9. Procedures when moving
10. Communication procedures during
11. Arrangements for national staff
12. Responsibilities for staff if remaining behind
13. **OVERVIEW OF SITUATION AND THREATS**

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| **Threat / Risk** | **In case of emergency, what should we do** |
| Vehicles, travel & movements |  |
| Car accident |  |
| Evacuation plan |  |
| Medical evacuation |  |
| Electricity |  |
| Medical support |  |
| Official checkpoint |  |
| Unofficial checkpoint |  |
| Curfew |  |
| Others |  |

1. **ANNEXES**
2. Contact lists
3. UNDAC Staff List, UNDAC Partners and associate members, key emergency numbers
4. All offices, MIC, embassies of team members, EC delegation, FCSS, UNDSS
5. Police or other local security forces;
6. Relevant civil & military authorities;
7. List hotel room numbers + contact details members.
8. Maps
9. Emergency Evacuation Plan: Assembly point office and hotel in case of emergency (fire, earthquake,); list also who is taking what and be realistic (take into account that not every TM will be at the office)
10. All relevant (assembly) points (OSOCC, BoO, airport,);
11. General road map (plasticized if possible in case of evacuation);
12. Specific road maps (evacuation, airport,).
13. Sources/references