**Scope**

XXX as an organisation or specific staff members may receive (verbal, written or personal) threat warnings. Examples could be an assassination or abduction threat warning, or a warning that a bomb has been placed.

**General**

* Take threat warnings serious
* Avoid unnecessary publicity
* Do not aggravate the situation, for example by using force or by means of counter-threat

**When receiving a threat warning**

* Record the facts as accurately and quickly as possible
* In case of a telephone warning, get as much information from the person as possible
* Submit the record of the threat warning to the PGM/Country Director who should give the threat priority attention

**Analysis and follow up of the threat**

The persons responsible for analysing and follow-up of the threat warning should

1. Verify and describe the threat:

* type: e.g. physical intimidation, phone call, visit, letter
* description: type of call, duration, manner of speech, language (dialect), background noises, words used (to obtain idea of the character of the perpetrators, the accent/voice of the caller (the caller’s sex, estimated age)
* The time, date, duration and number called
* Is there a pattern of threats over time?
* What is the objective of the threat?
* significance as assessed: potentially true / serious consequences or potentially false / limited consequences

1. Make an inventory of possible threat sources:

* threat warning by an individual or on behalf of a group
* opposing the government, INGOs, International presence, Westerners, XXX as an organisation, XXX staff member specific
* defending local (power) interest
* opposing the XXX target population or XXX programmes
* position of actors towards the (conflict) area

1. Define possible consequences:

* house / office security provisions
* communication and reporting routines (frequency and lines of reporting)
* movement restrictions
* protective measures to be taken for all XXX staff or for specific categories
* whether or not to inform relevant others and if so: whom (e.g. police, embassy etc.) & when?

1. If critical threat warnings are verified (e.g. threat to assassinate, intimidate, kidnap):

* Make a reasonable conclusion about whether or not the threat can be put into action. Violence is conditional. You can never be completely sure that a threat will – or will never - be carried out. However, you can come to a reasonable conclusion about whether or not a given threat is likely to be put into action. If you come to different opinions about how “real” the threat is, you must proceed on the basis of the worst case scenario.
* define immediate operational consequences
* define whether to adapt security plans and/or contingency plans
* define direct consequences for staff presence
* provide a verbal and written incident reporting to Country Director and XXX