**CURFEWS AND LOCKDOWN GUIDANCE**

This advice is designed to be generic and adapted into security plans as appropriate to a specific context and remains dependent on the risk analysis.

**Introduction**

Curfews and Lockdowns may be imposed for any number of reasons. For example, during a state of siege, state of emergency, imposition of martial law, military coup, or during periods of civil unrest, or outbreaks of disease. During these times, authorities may impose restrictions of various forms to restrict freedoms and impose limits on population movement.

It is essential that all staff understand the meanings of the terms used and actions they should take in the interests of their own personal safety.

Circumstances and interpretation from a legal standpoint differ from country to country. Know your context and be prepared.

**Key Definitions**

* **Lockdown:** Staff members are kept under the control of an individual or group. While there is no serious threat to life, there is also no clear pre-condition for release. Typically, but not always temporary in nature, a lockdown is a requirement for staff to stay where they are, usually due to specific risks to themselves or to others if they can move freely. The term "stay-at-home" often affects an area, rather than specific locations. A lockdown can also be used to protect people inside a facility or, for example, in an Office or Guest House. Doors leading outside are usually locked so that no person may enter or exit. A full lockdown usually means that people must stay where they are and may not enter or exit a building or rooms within it, needing to go to the nearest place designated safe if not already in such a place. A drill lockdown may be held in the absence of a threat, to familiarize people with what they must do. Lockdowns may take two forms:
* **Preventive lockdown.** A preventive lockdown is a pre-emptive action plan implemented to address an unusual scenario or a weakness in a system to pre-empt any danger to ensure the safety and security of people, assets, or organization. Preventive lockdowns are done to mitigate a potential perceived or real risk. Any protocols developed for these situations must be based on the type of threat and should be kept simple and short for quick learning and implementation, and flexible enough to handle several scenarios.
* **Emergency lockdown.** Emergency lockdowns are implemented when there is imminent threat to the lives or risk of injury to humans, for example, an office is under attack from an active shooter. Any Emergency lockdown procedure must be kept short and simple to make them easier to use under real life crisis conditions.
* **Curfew:** A curfew is an order (e.g. Government Decree) issued by the ‘presumptive authorities (normally the police, but also the army) requiring everyone, or certain people, to be indoors at certain times, often at night. It can be imposed to maintain public order or suppress targeted groups.
* Other related terms include:
* **Shelter-in-place (SIP).** Also known as a shelter-in-place warning, is to seek safety within the building one already occupies, rather than to relocate away from the area or seek a community emergency shelter. The American Red Cross says the warning is issued when "chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment" and residents should "select a small, interior room, with no or few windows, taking refuge there."
* **Hibernation.** Many INGOS operating in insecure environments, may as a contingent response to a deterioration of the security context, require staff to lockdown in order to keep staff safe from harm. Typically, this would be temporary in nature ahead of a relocation or evacuation. Hibernation requires good planning preparation and training. Typically, organisations will prepare a saferoom (with adequate physical protection from external threats, e.g. forced entry, blast or small arms fire, sufficient to protect the occupants until help arrives) and preposition of hibernation stores for a predetermined number of staff and period of hibernation (e.g. 5 staff for 14 days).
* **Quarantine**. A quarantine is a restriction on the movement of people and goods which is intended to prevent the spread of disease or pests. It is often used in connection to disease and illness, preventing the movement of those who may have been exposed to a communicable disease, but do not have a confirmed medical diagnosis. It is distinct from medical isolation, in which those confirmed to be infected with a communicable disease are isolated from the healthy population. Quarantine considerations are often one aspect of border control.
* **Stay-at-home Order.** A stay-at-home order, safer-at-home order or a movement control order (more common in Asia) is an order from a government authority to restrict movements of a population as a mass quarantine strategy for suppressing, or mitigating, an epidemic, or pandemic, by ordering residents to stay home except for essential tasks or to work in essential businesses. The distinction between such an order and quarantine is that quarantine is usually understood to involve isolating only selected people who are considered to be possibly infectious, rather than the entire population of an area. In many cases, outdoor activities are allowed. Non-essential businesses are either closed or adapted to working from home. In some regions, it has been implemented as a round-the-clock curfew or called a shelter-in-place order, but it is not to be confused with a “shelter in place situation”.
* **Work from Home.** Also called Telecommuting, telework, teleworking, mobile work, remote work, and flexible workplace. Working from home (WFH) - the most common term is a work arrangement in which employees do not commute or travel (e.g. by bus, train, bicycle or car, etc.) to a central place of work, such as an office building, warehouse, or store.

**Mitigating the Risk to Personal Safety and Security**

In terms of reducing the risks associated with curfews, the following general advice should be followed and tailored to the particular context in which people may find themselves in.

**General:** Typically, Curfews and lockdowns are time bound 24hr or nightly with clear limits specified. Waivers are often established for those in authority, emergency workers, politicians and diplomats. Often, only those with permits and IDs are allowed out. Transgressors are met with a range of punishments by those in authority depending on the context and severity of the transgression. Typical incidents may include: instant fines, vehicle seizure, detainment, arrest, and violations of human rights are often reported. Rates of petty crime, vandalism, robbery, protests, and sexual harassment are typically at elevated levels which the lockdown and curfew serve to quell.

**Before:**

* Travel plans: Ensure you arrive at your destination prior to curfew. Allow for traffic peaks and add extra travel time for unexpected delays.
* Check that timings have not unexpectantly changed.
* Inform others of your expected time of arrival.
* Make sure you have communications (cell/satellite).
* Activate tracking device and check in with your Watchkeeper.
* Make sure you have sufficient emergency stores at hand (including medication) to see you through the period of the Curfew.
* Plan ahead and prepare for loss of basic utilities (power, water, landline/internet services).
* It is becoming increasingly common for States to temporarily limit bandwidth access to social media, or completely deny access to cellular internet services and in rare cases satellite communications.

**During:**

* Remain indoors at all time. However, remain alert to events around your immediate location.
* Understand that sometimes trouble can occur outside with little or no warning (explosions, gun fire, sirens, lights, shouting, loudspeakers, etc…). Keep calm.
* Unless you have approval from the authorities, do not exit the premises during curfew. If there is trouble outside – remain indoors and stay away from the window.
* Keep away from and keep windows closed in the event nonlethal weapons are used (for example, tear gas, flash-bangs, water cannons).
* Check you have contact numbers handy (for example, details of contact numbers for emergency services).
* Keep informed to the security context in your area - Monitor the news.
* Keep mindful that children may be within earshot of the TV/Radio and adult conversations. Exercise good judgement in sitting with youth and explaining the situation. Typically, children and youth will not understand the situation unless it has been explained.
* Try and maintain a normal pattern of activity that works for you and those in curfew with you.
* It is normal for people to be anxious and uncertain. Don’t hesitate to reach out to friends and family to share your information and simply check in on friends and family.
* In some contexts, sitting or standing outdoors (e.g. in the garden, on a balcony, or on a roof), may be in breach of the curfew.
* Observe any safety and security protocols your organisation may have for check ins. These differ from country to country and from situation to situation.
* Make sure you are familiar with your organisations Hibernation/Relocation/Evacuation plans.
* If security forces arrive: keep calm, keep documentation close at hand and comply with instructions. Do not take photos without asking first or use inflammatory language as it may escalate tensions unnecessarily. Remain calm, polite, and conduct yourself professionally. To do otherwise may increase the risk of detention or arrest.

**After:**

* Check that timings have not unexpectantly changed.
* Plan ahead and prepare to restock consumed necessities at the earliest opportunity.
* Check in and report any planned movements to your organisation.
* Remember to get ahead of any the queues by departing early and allowing for traffic and delays at check points.

*If at any time you are unsure what to do, contact your supporting safety and security staff.*