XXXX [country name]

**SECURITY PREPAREDNESS & CONTINGENCY PLAN**

**To ensure safety and security of staff, partners, communities and the organization before, during and after a trigger event**

|  |  |  |  |
| --- | --- | --- | --- |
| Developed by  |  | Last reviewed on  |  |
| Approved by |  | Applicable to  | which area, country, region does this apply to?  |

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# MANAGEMENT ACCOUNTABILITY

|  |  |  |
| --- | --- | --- |
| **Name and Role** | **Contact number**  | **Email address**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# THE CONTEXT

* Briefly describe the trigger event for which you are developing this contingency plan.
* Give an overview of what’s happening and an outlook of what might happen in near future
* Mention key considerations, risks and opportunities, essential background.

# XXXX’s POSITION & COMMS/MEDIA PROTOCOL

* XXXX leadership should state what their position on the matter is and who will communicate with external stakeholders and media.

# XXXX’s SECURITY PHASES

|  |
| --- |
| **SECURITY PHASE 01 - NORMAL: Situation is in line with what is determined as normal. Application of SOP’s and basic precautions offer sufficient mitigation.** |
| **SECURITY PHASE 02 - POSSIBLE DETERIORATION: Situation indicates that the environment is gradually deteriorating. Some extraordinary measures may need to be applied, including the partial withdrawal of non-essential staff, visitors or accompanied legal dependents, hibernation or suspension/scale down of programmes.** |
| **SECURITY PHASE 03 – CRISIS: Situation has deteriorated to a point that presents or is likely to present immediate and serious risks to staff, consultants or visitors, or that might prohibit continuation of programmes.** |

# SCENARIO 01

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario description and Key indicators or warning signs to look for.**  | **Security Phase &****Possibility of this happening**  | **Implications for staff, programme and organisation**  | **Response Strategy** * Mention what has been done to mitigate the risk
* What additional actions are planned?
* By whom and by when?
* Budgets?
 |
| What this scenario will look like? What are the key indicators and early warning signs for you to monitor? | Refer to XXXX’s security phases * Least likely
* Likely
* Most likely
* Currently happening
 | 1. Movement and route safety?
 |  |
| 1. Premises and buildings (offices and official residences) – including assets and documents.
 |  |
| 1. Office Vehicles
 |  |
| 1. Supplies and access to items of daily use?
 |  |
| 1. Communication and internet?
 |  |
| 1. Reputation and perception?
 |  |
| 1. Programme Implementation?
 |  |
| 1. Staff morale and wellbeing?
 |  |
| 1. Direct Security threats or collateral risks for staff and partners? If not captured above.
* Physical or digital threats, crime, kidnap, attack etc.
* Legal risk such as detention or arrest
* Raids and inspections
* Visa and work permit issues
* Sexual assault
* Forced removal from the pace of work or residence
* Other
 |  |
| 1. PSEA and safeguarding risks for staff, partner and communities?
 |  |
| 1. Banking and cash availability?
 |  |
| 1. Financial budgets and sustainability?
 |  |
| 1. Relationship with partners, communities, government departments, social movements, and other critical stakeholders?
 |  |
| 1. Donor funded projects, child sponsorship activities and other internal deadlines?
 |  |
| 1. Risk related to internal team cohesion?
 |  |
| 1. Management and leadership risks?
 |  |
| 1. Any other organisational risks?
 |  |

# SCENARIO 02

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario description and Key indicators or warning signs to look for.**  | **Security Phase &****Possibility of this happening**  | **Implications for staff, programme and organisation**  | **Response Strategy** * Mention what has been done to mitigate the risk
* What additional actions are planned?
* By whom and by when?
* Budgets?
 |
| What this scenario will look like? What are the key indicators and early warning signs for you to monitor? | Refer to XXXX’s security phases * Least likely
* Likely
* Most likely
* Currently happening
 | 1. Movement and route safety?
 |  |
| 1. Premises and buildings (offices and official residences) – including assets and documents.
 |  |
| 1. Office Vehicles
 |  |
| 1. Supplies and access to items of daily use?
 |  |
| 1. Communication and internet?
 |  |
| 1. Reputation and perception?
 |  |
| 1. Programme Implementation?
 |  |
| 1. Staff morale and wellbeing?
 |  |
| 1. Direct Security threats or collateral risks for staff and partners? If not captured above.
* Physical or digital threats, crime, kidnap, attack etc.
* Legal risk such as detention or arrest
* Raids and inspections
* Visa and work permit issues
* Sexual assault
* Forced removal from the pace of work or residence
* Other
 |  |
| 1. PSEA and safeguarding risks for staff, partner and communities?
 |  |
| 1. Banking and cash availability?
 |  |
| 1. Financial budgets and sustainability?
 |  |
| 1. Relationship with partners, communities, government departments, social movements, and other critical stakeholders?
 |  |
| 1. Donor funded projects, child sponsorship activities and other internal deadlines?
 |  |
| 1. Risk related to internal team cohesion?
 |  |
| 1. Management and leadership risks?
 |  |
| 1. Any other organisational risks?
 |  |

# SCENARIO 03

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario description and Key indicators or warning signs to look for.**  | **Security Phase &****Possibility of this happening**  | **Implications for staff, programme and organisation**  | **Response Strategy** * Mention what has been done to mitigate the risk
* What additional actions are planned?
* By whom and by when?
* Budgets?
 |
| What this scenario will look like? What are the key indicators and early warning signs for you to monitor? | Refer to XXXX’s security phases * Least likely
* Likely
* Most likely
* Currently happening
 | 1. Movement and route safety?
 |  |
| 1. Premises and buildings (offices and official residences) – including assets and documents.
 |  |
| 1. Office Vehicles
 |  |
| 1. Supplies and access to items of daily use?
 |  |
| 1. Communication and internet?
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| 1. Reputation and perception?
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| 1. Programme Implementation?
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| 1. Staff morale and wellbeing?
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| 1. Direct Security threats or collateral risks for staff and partners? If not captured above.
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* Sexual assault
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* Other
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| 1. PSEA and safeguarding risks for staff, partner and communities?
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| 1. Banking and cash availability?
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| 1. Financial budgets and sustainability?
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| 1. Relationship with partners, communities, government departments, social movements, and other critical stakeholders?
 |  |
| 1. Donor funded projects, child sponsorship activities and other internal deadlines?
 |  |
| 1. Risk related to internal team cohesion?
 |  |
| 1. Management and leadership risks?
 |  |
| 1. Any other organisational risks?
 |  |

**Staff Advisory Template**

**Background & Intro**

* What is happening, few lines
* What it means for XXXX staff, allies, partners, programmes and communities – few lines
* The purpose of this communication

**XXXX Safety and Security Systems:** (please no details or political analysis, just crisp bullet points)

* Mention staff check in system
* Mention incident reporting and response system. Mention who’s on duty throughput the period and who should be reached in case of a problem, or if security/safety support is needed.
* Programmes continuing or on hold? Mention it?
* Official travel and office status, provide the latest
* What about office vehicles?
* XXXX Media policy – who will speak to the media, where should the media request be sent to?
* How are you supporting partners, allies, etc.? What mechanism is in place for getting info from the partners and communities?
* What contingency plans are in place in case if comms breakdown or internet/mobile disruption.
* Anything else?

**Staff Advisory: (**in this section provide very clear actions, do’s and don’ts for staff, keep it simple and to the point.)

Do’s:

* Stay abreast of the situation by following media etc. (add more)
* Stock up essential items in reasonable quantities including medicines, appropriate amounts of emergency cash, food, etc.
* Fuel, back up internet etc.
* Limit movement to hotspots (provide hotspot names if available)
* Respond to check-in and head count calls. (remind when and how this will be done). Let your line manager know of your whereabouts if you plan to travel.
* Report concerns and incidents promptly to xxxxx
* Participate in the democratic process as citizens but steer clear of provocation, confrontation etc. when you feel it may cause safety/security concerns (unless you are prepared to deal with the consequences).
* Reinforce residential safety
* Abide by any official rules and regulations imposed by the authorities such as curfews, movement restriction etc.
* Follow health and safety measures to reduce the risk of COVID-19 infection.
* What else?

Don’t’s:

* Don’t speak to the media or post political messages on social media unless you have been authorized to do so by XXXX
* Don’t venture out unnecessarily unless you are aware of the situation and prepared for the consequences.
* Don’t visit the hotspots without good reason
* What else?