**CONTINGENCY PLAN**

**1. XXX STAFF & OFFICES**

* How many XXX offices are there in country and where are they located?
* How many staff are in each office?
* How many national staff?
* How many international staff?
* How many national staff are local to the area and how many are from other regions?

**2. DECISION-MAKING AND MANAGEMENT**

The contingency plan needs to clarify:

* Who has the ultimate decision-making power in country to decide on a lockdown, relocation or evacuation?
* If there are offices in different regions, who is they key decision maker in each place?
* If communications go down, how are these decisions made? (Needs to be a key lead person in each location)
* How are staff notified (is there a security tree in place?)

**3. LOCKDOWN**

**Definition**: Locking down or hibernating if the security situation is not thought to be sufficiently serious or if a relocation or evacuation are not possible

**Criteria:**

* Rallies or demonstrations
* Fighting in some proximate districts between Govt / Militias
* Public dissatisfaction political or security situation
* Major security incident
* Threats made against UN, NGOs or international community

**Lockdown Procedures**:

|  |  |  |
| --- | --- | --- |
| **Area** | **Actions** | **Person Responsible** |
| Management |  |  |
| Staff |  |  |
| Programmes |  |  |
| Finance |  |  |
| Assets |  |  |
| Transport |  |  |
| Admin & Logistics |  |  |
| IT and Information Security |  |  |
| Information, Monitoring and Coordination |  |  |
| Compound Preparedness |  |  |

**4. RELOCATION**

**Definition:** Removal of staff (international staff or national staff who are not from the area and live in the guest house) from office or guesthouse and removal to a previously identified safe location if the location they are in is under direct or probable attack

**Criteria:**

* Demonstrations and / or looting
* Fighting in close proximity
* Targeting of NGO compounds
* Threats made against XXX, other NGOs, UN or international community

**Relocation Plan:**

Which staff will need relocating? Identity 2 possible places they can be relocated to

**Relocation Procedures:**

|  |  |  |
| --- | --- | --- |
| **Area** | **Actions** | **Person Responsible** |
| Management |  |  |
| Staff |  |  |
| Programmes |  |  |
| Finance |  |  |
| Assets |  |  |
| Transport |  |  |
| Admin & Logistics |  |  |
| IT and Information Security |  |  |
| Information, Monitoring and Coordination |  |  |
| Compound Preparedness |  |  |

**5. EVACUATION**

**Definition:** is a physical withdrawal across international border and **applies to international staff only**. NB. XXX must not let the security situation deteriorate to the point where a last minute evacuation becomes necessary.

**Criteria**

* Evacuation of UN and other NGOs
* Advisory for NGOs to evacuate
* Government no longer in control

**Evacuation Plans:**

This section needs to detail **three different evacuation options** for international staff. This should include:

* That staff member’s embassy evacuation plan
* Details for an air evacuation
* Details for a road evacuation

**Evacuation Procedures:**

**If international staff are evacuating the county, what procedures need to be put in place to ensure continuity of programmes while they are gone?**

|  |  |  |
| --- | --- | --- |
| **Area** | **Actions** | **Person Responsible** |
| Management |  |  |
| Staff |  |  |
| Programmes |  |  |
| Finance |  |  |
| Assets |  |  |
| Transport (Road and Air) |  |  |
| Admin & Logistics |  |  |
| IT and Information Security |  |  |
| Information, Monitoring and Coordination |  |  |
| Compound Preparedness |  |  |

**6. INTERAGENCY COORDINATION**

Details of interagency coordination:

* Which NGOs will you be in touch with for information on security situation
* Which UN bodies?
* Any other information sources?

**7. COMMUNICATIONS**

Please include your country programme’s security trees here.

NB. Information on communication within XXX (e.g., how you will share security information and decisions between members of your team and with HQ ) should be included in the Information, Monitoring and Coordination sections of the lockdown, relocation and evacuation plans.