

# Safety and security operational guidelines

These Guidelines are for the use of staff and consultants who travel abroad in the course of their work with Conciliation Resources. They should be read in conjunction with the **Safety and Security Policy (P22/13)** and **Programme Security Plans** that are drawn up by Programme Directors.

## Objectives

The objectives of these guidelines are to ensure that:

- a. Conciliation Resources staff and consultants remain healthy and safe;
- b. Conciliation Resources acts promptly and appropriately in the event of an individual encountering serious illness, injury or threat to personal safety;
- c. Staff and consultants can be contacted quickly and appropriately in the event of an emergency.

## Lines of Responsibility

As detailed in the **Safety and Security Policy (P22/13)**, security management responsibility follows the line-management structure. What this means in practice is that Programme Directors are accountable to the Director of Programmes for the security planning and management in their programme as it affects themselves as well as any staff they may manage. The Executive Management Committee is responsible for ensuring that security planning is carried out, **Programme Security Plans** are produced and that Conciliation Resources' policy is followed and developed as necessary. Ultimate responsibility for staff security lies with the Board of Trustees.

## Local knowledge, networks and partners

Anyone travelling to a conflict-affected location of which they have limited or no previous experience and limited or no close relations with local partners or other local organisations is at a disadvantage in terms of managing security. This needs to be factored in during preparation and security planning with their line manager. Outside expertise on the context may be required to adequately brief and prepare for likely security scenarios that may be encountered on a trip.

Humanitarian agency incident reports indicate that aid workers (which Conciliation Resources personnel are not, but with which they share some common factors), appear to be most vulnerable to fatal security incidents during the first three months in an unfamiliar context. Their risks appear to reduce over time<sup>1</sup>. It has also been observed that long term work in insecure environments may contain the danger of 'over-familiarisation', and lead to relaxing the necessary attention to threats and measures to ensure one's own and others' security. However, local knowledge, meaningful (but not partisan) relationships with local people of some influence and standing, and respect for and awareness of local culture and traditions, all developed over time, have proved to be invaluable 'protection' factors.

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<sup>1</sup> Operational Security Management in Violent Environments, Konraad van Brabant, Humanitarian Practice Network Good Practice Review, ODI 2000

No guidelines or policy document can adequately factor in or emphasise enough the need for reliable local contacts and for staff to take responsibility for their own survival through: thorough security assessment and planning, gaining knowledge of the local context and behaviour likely to reduce vulnerability to criminal or politically motivated crime, understanding key aspects of local culture particularly as they affect men and women, taking care not to show disrespect for traditions and value highly (but not necessarily exclusively) advice from those from and living in the area.

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### 1. Pre-departure

#### 1.1 Security assessments and planning

Security assessment and planning should be an ongoing management activity that has particular relevance when planning a programme visit or managing a Conciliation Resources-staffed programme in-country. In accordance with the **Safety & Security Policy**, each Programme Director is responsible for drafting a **Programme Security Plan** (see Appendix 1), reviewing and updating it on at least an annual basis and prior to each trip. (Unless trips occur within a three-month period, in which no significant change in the security situation takes place). Where travel is required to a context not already covered by a Programme Security Plan, the Programme Director concerned is responsible for drawing up a **Context-specific Security Plan**, following the same framework as a Programme Security Plan.

The person(s) travelling needs to **sign-off on** the Programme Security Plan with their line manager **before** each trip (or an Executive Management Committee Director if their line manager is away). There may or may not be much to discuss, but at a minimum, any necessary changes made to the plan should be highlighted in a **signed copy** of the plan to be given to the line manager preferably five working days before travelling.

Those travelling must also provide their line manager with their **itinerary** and details of a **local contact person** in each location to be visited (see **Pre-Departure Travel & Insurance Form** – Appendix 3). At a minimum this contact person is expected to notify emergency services and Conciliation Resources on behalf of Conciliation Resources staff person should the need arise eg in the event of an abduction or serious accident. In situations where **counter-surveillance** by a third party is necessary to monitor the safety and security of Conciliation Resources' staff person and or consultant, suitable arrangements must be made prior to undertaking the assignment.

During or before this meeting any **training needs** relevant to the assignment should be identified (eg First Aid for Overseas Workers, Personal Security in Emergencies) and, if appropriate, arrangements made to address them. Planning should also cover **Health and Safety issues** such as safety risks associated with in-country travel and the risk of HIV infection if injured. Incorporating a **Staff Health Protocol** (to be developed) into the plan prepares for an effective response in case of a serious accident or other safety related trauma.

#### 1.2 Emergency personal information

Each Conciliation Resources staff member's personnel file should be held, and be up to date on the BreatheHR Information System which contains key information that may be used in the event of an emergency (i.e. with respect for their confidential nature) and, if they undertake, or are ever likely to undertake, travel outside UK on Conciliation Resources business, the file should include a completed **Personal Information Form** (see

## Supporting Guidance to P/22/13

Appendix 2).<sup>2</sup> In addition a Proof of Life form is available which can be completed and held by Conciliation Resources to use if the need arises – this is available via the intranet, the BreatheHR Information System and the Ian Allan Travel web-site – <http://portal.ianallantravel.com/cr>.

A **Personal Information Form** should be collected and held for all consultants undertaking travel for Conciliation Resources (with their signed permission). They may also wish to provide a **Proof of Life Form**.

The same details should be kept for all locally employed staff where Conciliation Resources has an operational presence. Copies should be held by the London Programme Director<sup>3</sup>, the Director of Operations as well as in-country (with each individual's signed permission).

### 1.3 Insurance

All staff about to travel must obtain and complete a **Pre-Departure Travel and Insurance Form** (see Appendix 3). The completed form should be:

- filed appropriately on Shared Files
- emailed to the Director of Operations (who is responsible for arranging Conciliation Resources' insurance cover).
- emailed to the line manager in case of emergency.

Each staff person is responsible for reading a copy of the Insurer's Policy, paying particular attention to the Special Conditions, Exclusion and Benefits clauses, before travel. It is an individual's responsibility to recognise when their current health or proposed travel and work plans<sup>4</sup> will invalidate the insurance cover. In such cases, or where there is any doubt staff should consult with the Director of Operations for health-related issues, and their Executive Management Committee Director for work-related concerns.

The Director of Operations is responsible for holding an up-to-date list of the countries for which the Insurer's charge an additional premium and for declaring all trips to designated countries prior to travel.

### 1.4 Protecting communications and information

All Conciliation Resources staff should assume that at any time it is possible for phone and email communication to be intercepted by third parties. What this means in practice is that all staff (i.e. not only those who are travelling) need to be careful about what information they send or pass on by methods that can be easily intercepted. This may include trip details that may need to be encrypted. If you need further information on encryption you should speak with the IT Officer.

### 1.5 Documentation

Each person travelling should ensure they take with them:

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<sup>2</sup> Data Protection Act protects individuals by limiting the type and use of personal information that can be held without a person's knowledge and permission. Conciliation Resources is compliant with this and is aware of how personal information is held and when and how it is disposed of. See Appendix 2.

<sup>3</sup> One purpose of having local staff records in London is in case in-country records are destroyed or inaccessible and staff displaced by war etc. Conciliation Resources's records will be invaluable for individuals and families of staff members in such circumstances.

<sup>4</sup> Note the Insurance Policy Special Condition to Section 13 on engagement in political activity.

## Supporting Guidance to P/22/13

- A personalised laminated **Conciliation Resources photo ID card** (issued to all staff who travel overseas on behalf of Conciliation Resources – including your photograph, name, job title, date of birth, nationality, employee ID, date of issue, emergency contact details and organisation contact details)
- Photocopy of their passport data pages and any relevant visas
- Photocopy of their driving licence (if planning to drive)
- The Conciliation Resources Group **Insurance Card**
- A list of emergency contact details

If you lose your photo ID card or insurance card please notify the Operations Officer as soon as possible so a replacement can be issued.

### 1.6 Tickets

Anyone travelling to a known high-risk country (defined at the discretion of the Programme Director but also by Conciliation Resources insurers) should arrange flights on **flexible air tickets** with the facility to alter return arrangements if they need to leave the country earlier than planned owing to an evacuation or other security-related matter.

### 1.7 Health

Staff are advised to ensure they are in good enough mental and physical health before undertaking trips to conflict affected environments, particularly when it is a location they are unfamiliar with. Arrange to visit Interhealth for advice, if in doubt.

Staff are advised to **obtain medical advice** on any serious health risks that their trip may present eg malaria, cholera, typhoid, meningitis, hepatitis, dengue fever, tick fever, rabies, dysentery, onchocerciasis (sleeping fever) etc., how to reduce their vulnerability (eg by inoculation, taking malaria prophylactics etc), treat common illnesses like diarrhoea, and how to recognise symptoms that should receive urgent medical attention.

The risk of contracting an HIV or hepatitis infection from a blood transfusion, contaminated needles, open wounds should also be highlighted in a health briefing as these are not covered by Conciliation Resources Group insurance. Travel first aid kits containing sterile needles, syringes, gloves and antiseptic dressings may provide some reassurance where the known risks are high.

A well-stocked (rather than basic) **First Aid kit** is sensible to take when travelling and staying in places where medical facilities may be basic or non-existent. The Operations team keeps a supply of first aid kits which contain emergency supplies as well as sterile needles and should be taken with you on a trip.

Take adequate (and if necessary, additional) supplies of any **ongoing medication** required at the time of travel (but see Insurance Policy for Exclusions and Special Conditions). Ensure that the condition is known about by the line manager.

### 1.8 Money

Avoid carrying large amounts of cash (see Safety and Security Policy regarding Cash Security). **Emergency money** (for emergency personal use) must always be carried. Staff are advised to carry their own credit/debit cards for emergency use.

[See **Pre-Departure Checklist** provided in Appendix 5]

### 2. When abroad

Judge your continued presence in a volatile security context not only by how safe you feel but what impact your presence might have on the local people around you and or Conciliation Resources' local partners if anything were to happen to you.

#### 2.1 General guidelines

- As soon as possible after arrival register with the relevant embassy or consulate, and or local police, in accordance with local procedures and or requirements.
- Where the UN, or another multilateral agency, is operating a Security Procedure for non-UN foreign nationals, make sure to register in each location visited where there is a designated office.
- Seek advice from trusted local contacts before each stage of your journey to identify any changes in the security context that could affect you.
- Passport / local ID or a photocopy of these documents should be carried at all times.
- If for any reason these documents have to be left somewhere always carry the Conciliation Resources ID Card and a photocopy of your passport, including the visa page, and if possible a spare passport photo.
- Always carry emergency money.
- Always carry a list (on paper) of emergency contacts.
- If travelling with a colleague, ensure you know each other's medical details (blood group and ongoing medication).
- Keep your mobile phone with you. Charge it fully before going on a long journey and consider taking spare batteries.
- Always let your London-based line manager or Executive Management Committee Director know if you think that the local or national security situation has changed for the worse.
- Carry a short message in local language with details of name, nationality, passport number, Conciliation Resources contact details (in-country where relevant) and a local contact person, in case of injury or communication problems, including language-based misunderstanding.
- Avoid wearing clothes that will attract unnecessary attention.

#### 2.2 Travel, transportation guidelines

More than half of all security problems occur in relation to travel. Plan carefully for each part of your journey.

- Obtain up-to-date local and official advice on the possible routes you could take and plan your journey accordingly. Ask about safety and security hazards, recent incidents eg official and unofficial road-blocks, landmines, hijackers, or ambush.
- Where possible avoid travelling, or walking alone, and after dark.
- Avoid public transport where this has a poor safety record.
- Travel with a reliable driver recommended by a local partner / associate if possible. If payment is to be made establish the fare before you set off.
- For lengthy trips, make sure someone knows when you leave, what vehicle you are in, who is driving you and where you are headed.
- Check the vehicle you are travelling in looks roadworthy: if in doubt and there is an alternative, take it.
- If you are going to be travelling with strangers check you can unlock the doors once inside before you depart.
- **Seatbelts must be worn when travelling in vehicles.** Where they are not available or are available but not working Conciliation Resources staff are expected not to travel and alternative travel arrangements should be made.
- Where possible avoid travelling in the same vehicle as soldiers, armed persons and or weapons.

### 2.3 In the Event of an Emergency

If a security incident or 'near-miss' occurs whilst on a trip as soon as you are able to, implement the relevant procedures mapped out in the **Programme Security Plan** (or Context-specific Plan). As part of this, or in addition:

- Notify the authorities or police (this advice may need to be modified depending on the local context)
- Inform the line manager or EMC Director in Conciliation Resources London
- Notify the UN Security Officer (if relevant)
- Notify the lead international agency (if this is not the UN).
- Notify relevant partner organisations
- Notify the relevant embassy or consulate
- Keep a log of all events

**Conciliation Resources does not pay ransom to kidnappers or abductors but will make every effort to secure the safe release of its staff.**

### 2. On return from an assignment

- As soon as possible after being involved in or witnessing a serious security incident complete a **Critical Security Incident Report Form** (see Appendix 4)
- Attend a debriefing meeting with your line manager (and the Executive Director if a serious security incident has been experienced) to cover programme matters such as what was achieved by your trip, what remains to be done and any safety and security issues or concerns experienced.
- If you return feeling unwell, were unwell whilst away or become unwell within a couple of weeks of your return visit Interhealth (or your GP) for a check-up.
- Plan for some time off after long or particularly stressful trips.
- Confidential counselling is available to assist Conciliation Resources' staff adversely affected by an overseas assignment. Arrangements can be made by the individual concerned or on their behalf, with your GP or Conciliation Resources' designated counselling service (Interhealth).

(Appendix 5 provides an **On Return Checklist for Line managers**)

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## Programme Security Plan (PSP) – A Recommended Framework

Programme: eg Caucasus

Or specific context: eg Engagement with Armed Groups, Philippines

### 1. Risk analysis

1.1 Complete Table 1 below, first listing, in order of frequency (highest first) the known threats i.e. dangers that exist for the population at large and for international agencies and personnel operating in the programme area (in particular Conciliation Resources). For example:

- Burglary
- Mugging
- Artillery fire
- Armed hijacking
- Kidnapping/abduction
- Death threat
- Sexual violence
- Military or armed group activities eg because of travel routes, being with partners / individuals who are targets
- Targeted political action eg because of the nature and balance of Conciliation Resources's relationships with different interest groups; Western or other identity factor.

1.2 If possible plot the known incidence of the different threats you have identified in 1.1 on a **map** of the programme area or specific context (i.e. region, sub-region, country, province(s) etc). Attach a copy to this document.

1.3 Note if there have been any changes over time in the frequency and or intensity of threats you have identified i.e. what trends or patterns appear to be developing? Note causal factors for any changes identified, if known.

1.4 On the basis of your ongoing context analysis, what, if any, **new** dangers and threats might develop and become sources of security risk in the coming 6 – 12 months? Note the factors or evidence underlying your conclusions.

Risk analysis and threat assessment (Table 1)

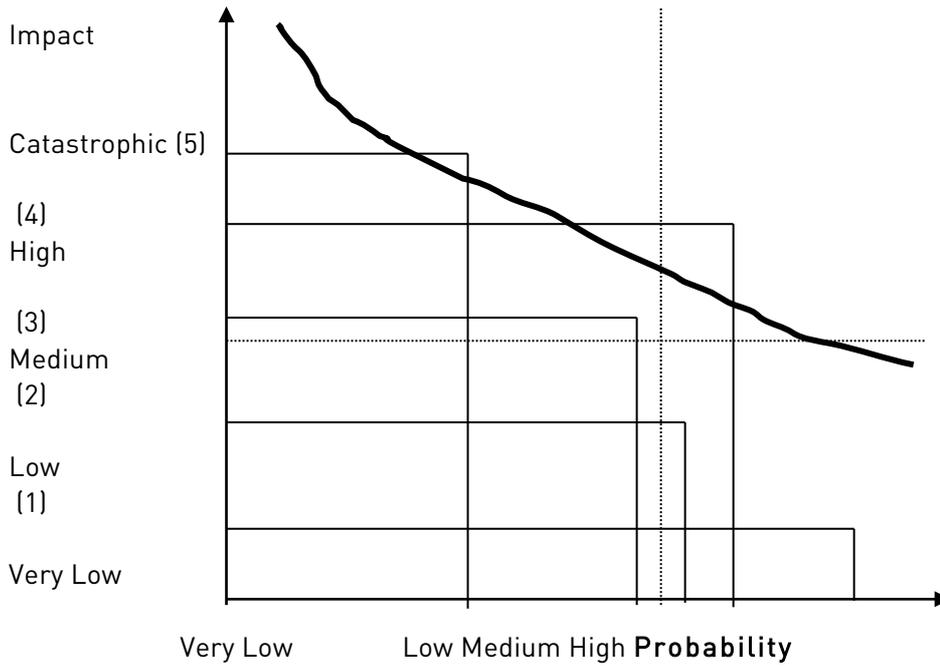
T1 Known threats listed in order of frequency (highest frequency first)	T2 Those most at risk	T3 Likelihood or probability that the threat will happen to Conciliation Resources staff person / consultant?  eg High, medium, low	T4 If it happens, severity of the impact on the individual directly involved & Conciliation Resources's programme  eg low, medium, high, catastrophic (See graph below)	T5 Likelihood of threat increasing or decreasing over the next 6 mths & indicators to monitor  eg Increase likely	T6 Are security measures in place to reduce either the probability of an incident affecting Conciliation Resources personnel and or the seriousness of its impact?  Yes / no / no measures possible  (See details below)
eg Violent crime: muggings, burglary	Most of the population with any assets and obvious Westerners.	Medium to high	Medium to high if carried out with violence.	Unlikely to decrease. Monitor press & UN Reports.	Yes

2. Vulnerability analysis

2.1 Taking the T3 and T4 columns in the above table, plot a graph of your conclusions with the horizontal x axis 'Probability' and the vertical y axis Impact.

Threat	Probability of it happening to Conciliation Resources staff / programme	Impact on Conciliation Resources Staff & Programme
Burglary (1)	High	Low
Armed robbery (2)	Medium	Low to Medium
Armed Hijack (3)	Medium to High	Medium to High
Kidnap (4)	Medium to High	High
Sexual violence (5)	Low to Medium	High to Catastrophic

## Supporting Guidance to P/22/13 – Appendix 1



### Illustrative Diagram: The Threshold of Acceptable Risk

The indicative threshold of acceptable risk will be delineated by a line that cuts across High Impact and Medium to High Probability. Risks that cannot be reduced by appropriate security measures (see below) and cross the threshold (i.e. have a high probability and a high to catastrophic impact) are unacceptable.

2.2 On the basis of what you have plotted, what is the programme's current threshold of acceptable risk?

### 3. Security measures – risk management

Security management needs to consider what security measures could reduce either the probability of an incident affecting you and/or the seriousness of its impact.

3.1 Make a table like the one below to detail the programme's current security measures for managing the risks identified in Table 1. Indicate if measures are specific to particular staff, times of day, areas of the country / region etc.

## Supporting Guidance to P/22/13 – Appendix 1

Risk -examples	Security measures -examples	Key steps To take in the event of an incident <b>Examples only!</b>	Assumptions - examples
<b>Being mugged by armed gang</b>	<p>Avoid known high-risk areas/zones of city.</p> <p>Avoid walking alone at night anywhere.</p> <p>Carry photocopies; leave original documents in hotel safe.</p> <p>Keep car doors and windows locked in town.</p> <p>Avoid carrying large amounts of money or assets but have some money to give.</p> <p>Do not offer resistance.</p> <p>Look purposeful, avoid looking lost.</p>	<p>Do not fight back.</p> <p>Give whatever you have on you.</p> <p>If mobile, seek relative safety of a public place / police station / hotel.</p>	<p>Armed attackers are unlikely to cause physical injury if no resistance is offered.</p> <p>Risk is highest when on foot or stationary in a car.</p>
<b>Being in a vehicle that is hijacked</b>	<p>Obtain up-to-date information about ambushes and hijackings on the route prior to travel.</p> <p>Avoid routes known for high frequency of hijacks and favoured vehicle types.</p> <p>Avoid travelling at night / after dark.</p> <p>Seek local and UN/other international agency advice about what to do in the event of an ambush / hijack: what is the tendency of local hijackers?</p> <p>Avoid confrontation or struggle: if it is within your power give up the vehicle without a fight.</p> <p>Obtain emergency first aid training in gun-shot wounds and car accident injuries.</p> <p>Carry water and a first aid kit.</p> <p>Wear good walking shoes or boots when undertaking a journey that carries a high risk of hijack.</p> <p>Travel in convoy where this is advised by local security and or international community.</p> <p>Ensure your travel plans, route and vehicle details are known by a safe local contact. Set up an alert system to be activated if you do not arrive at your destination by an agreed time.</p>	<p>Wait for instructions from the attackers.</p> <p>Make no sudden moves.</p> <p>Handover the vehicle if it is in your power to do so.</p> <p>Avoid displays of anger, rudeness or aggressiveness.</p>	<p>Avoiding the routes prone to ambush will prevent occurrence.</p> <p>Travelling by public transport is no safer because of the frequency of road accidents.</p> <p>Local partners will be well informed and the best source of 'protection' in the event of an incident.</p> <p>No-one has yet been intentionally killed in a hijacking; attackers are after the vehicles. It will remain this way.</p>
<b>Being kidnapped</b>	<p>As above. Plus: -</p> <p>Arrange counter-surveillance of your movements and whereabouts.</p> <p>Carry adequate supplies of any on-going medication.</p>	<p>Do not resist intimidation tactics.</p> <p>Stay quiet and listen, get your bearings.</p> <p>Try not to be</p>	<p>What I will be doing should not put me at greater risk of being kidnapped for ransom than any other non-national.</p>

Supporting Guidance to P/22/13 – Appendix 1

Risk -examples	Security measures -examples	Key steps To take in the event of an incident <b>Examples only!</b>	Assumptions - examples
		<p>separated if you are in a group.</p> <p>Be prepared to be held captive for a long period.</p> <p>If told to talk on radio or video only say what you are told to say.</p> <p>Try to build rapport when things have stabilised.</p>	<p>The person(s) who will watch out for me know what they are doing and would trigger the right response if anything happened.</p> <p>Conciliation Resources in London has all the necessary contact details &amp; information to set an effective response in motion.</p> <p>Our local partners know the dangers and would not put themselves or Conciliation Resources at risk through actions they did not think were safe enough.</p>
<p><b>Being present when an armed attack occurs against a partner organisation</b></p>	<p>Keeping up to date on the vulnerability of Conciliation Resources partners to armed attack.</p> <p>Being open with partners about risk management.</p> <p>Consulting partners on how to avoid increasing their risk by Conciliation Resources presence.</p> <p>Where risks are high, seeking partner advice on where and when is safest to meet or possibly avoiding all direct contact for a time.</p> <p>Encoding information and communication regarding our relationship.</p>	<p>Take cover if possible.</p> <p>Stay quiet.</p> <p>Do not try to negotiate on behalf of partners.</p>	<p>Each case will be different re whether or not direct Conciliation Resources engagement heightens the risks faced by partners.</p> <p>It will be in partners' interest to avoid high risk situations.</p> <p>Attackers will be ruthless / assassins.</p> <p>Phones and email are tapped.</p>

## Supporting Guidance to P/22/13 – Appendix 1

### 4. Concluding security management questions

- 4.1 What are the objectives of your programme of work / this trip? What do you want to do?
- 4.2 What are the bigger risks this work will entail? (If not already covered above)
- 4.3 Are the programme's current security measures (detailed in 3.1) appropriate to the type of threat and the specific vulnerabilities identified in 1 and 2?
- 4.4 What threats are beyond (further) risk and or impact reduction?
- 4.5 In your assessment is the security situation such that you are still able to achieve most of your objectives?
- 4.6 What, if anything, constraints or prevents the programme's security measures being implemented?
- 4.7 Have the constraints in 4.5 been brought to EMC's attention?

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## Personal Information form

This form should be completed (and updated when details change) by each member of staff or volunteer. Each consultant should also complete a Personal Information form. All completed forms are filed centrally on Shared Files and also in the member of staff or volunteer's paper file. This is the responsibility of the Director of Operations or the Office Manager.

### Note on confidentiality

Any information provided on this Personal Information form will be held by Conciliation Resources in a secure file, hard copy format only, until six months after the member of staff has left the employment of Conciliation Resources, the volunteer's assignment is complete or the consultant's contract has ended. At the end of this six months period it will be destroyed in accordance with the Data Protection Act. Except in an emergency concerning the individual, the information will be accessible only to the person who has provided the information, the Office Manager or the Director of Operations. The information is requested and held solely for the purpose of the better management of the safety and security of Conciliation Resources personnel.

Full name	
Name you prefer to be known as	
Current status with Conciliation Resources (ie staff member / volunteer / consultant)	
Contract start date	
Full current contact details	
Address	
Telephone (Home) (Other)	
Mobile	
Full name of who to contact in an emergency	
Relationship (ie next of kin, partner)	
This person's work / home telephone numbers, email, address	
Next of kin details (if not the above)	
For non-EU citizens: consular or embassy official contact details in UK	
Blood group	
Any medical conditions and or regular medication that Conciliation Resources should be aware of, in case of an emergency: eg insulin-dependent diabetes, epilepsy, allergies. (This information is voluntary. However, Conciliation Resources cannot be held responsible for consequences resulting from withholding this information.)	

Signed:

Date:

*Attached to each form should be:*

- 1) Photocopy of current passport(s): data pages plus any relevant visas, front/back cover
- 2) Passport photo

In case of UK asylum seekers, photocopy of key Home Office documentation that may be useful if there was any form of dispute about re-entry or transit status (either with UK authorities or any other).

## Pre-departure Travel and Insurance Form

To be completed by each member of staff or consultant travelling on behalf of Conciliation Resources. It is important to remember that if this form is not completed or there are material inaccuracies it may have an impact on our insurance cover.

**The form should be filed in the relevant folder here:**

**afp://ingenious/Shared\_Files/Operations/Personnel/TravelForms and emailed to your Line Manager and the Director of Operations before travelling.**

**It is not necessary to email the form to the Programmes Officer.**

Staff/consultants based overseas should also email their form to the Office Manager (or in their absence the Director of Operations) who will file the document on Shared Files on their behalf.

<b>1. Name of member of staff or consultant:</b>	
<b>2. Departure date:</b>	
<b>3. Return date:</b>	
<b>4. Airline carrier(s):</b> (Attach or copy your flight itinerary including flight numbers, times and destinations)	
<b>5. Booking Agent:</b>	Diversity Travel / Ian Allan Travel / Other (please specify)
<b>5a. Airline tickets are flexible:</b>	Yes / No
<b>5b. Is this Form for a New Schedule or an Amendment to an existing Schedule</b>	New Schedule / Amendment
<b>5c. Has Bridge Insurance been advised? Has Interhealth been consulted?</b>	Yes / No / Not Applicable Yes / No / Not Applicable
<b>6. Agreed Security Contact Protocols have been discussed and agreed.</b>	Yes / No / Not Applicable – if no or not applicable please explain why. If yes – please provide details of the protocol in place and if there is one, the name of your security contact in the London office.

## Supporting Guidance to P/22/13 – Appendix 3

### 6. Travel and contact details in case of emergency:

Notes:

- Information below is provided as an example.
- The entire period of absence from the office should be covered even if this includes a period of leave (either holiday or Time Off in Lieu) before, during or after any trip.

Country(ies) I will be visiting and dates of my stay in each place	Main places I will be travelling to and approx dates eg Regions, towns / cities	Detail where you are staying each night you are away from the UK – e.g. hotel name, address and the main contact information	My contact number and details in each place

[Add more rows as required]

Names and contact details of those responsible for each part of my trip or should be called or would take the lead in an emergency.


### 7. Money and equipment checklist

On my trip I am taking with me...	Details
Cash Total £/€/\$/local currency value	
Equipment belonging to CR eg laptop, camera, video camera, first aid kit, mobile phone, iPad	
Equipment to give to CR partners	
Other	

Please provide an overview of the security situation in the area/s you are travelling through or too, and if there are any events that are occurring or developing that might have an impact on your planned itinerary please detail them? This should be updated for each trip.

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Please complete the table below

	Please tick when complete or include a comment
I confirm I have read Conciliation Resources' Safety and Security Policy (P/22/13)	

**Supporting Guidance to P/22/13 – Appendix 3**

and Safety and Security Guidelines.	
I confirm I have read any specific country Safety and Security Policy	
I confirm that where I am travelling without the country lead where there is a specific country Safety and Security Policy I have spoken with the security lead for that country	
I confirm that my Contacts on BreatheHR have been checked and are up to date	
I confirm that I have completed, or have checked the details of a previously completed Proof of Life Form where (a) the context warrants or (b) I have voluntarily decided to complete one. This Form should be handed to the Director of Operations, or in their absence, the Office Manager.	
For Conciliation Resources staff – if it is necessary in relation to this trip I have had a safety and security meeting with one of Conciliation Resources safety and security team and I understand the safety and security arrangements that are in place – this is separate from any trip preparation meetings you have with your line-manager.	
For a consultant contracted by Conciliation Resources – in relation to this trip I have had a safety and security meeting with the Programme Director responsible for my contract, or nominated alternate, and I understand the safety and security arrangements that are in place.	

Signed .....

Date.....

**Email this completed form to your Line Manager and the Director of Operations**

## Pre-Departure Checklist

Pre - departure checklist	Tick when completed
Review and update of <b>Programme or Context Specific Security Plan (PSP)</b>	
PSP and updates copied to & <b>signed off with line manager</b>	
<b>Personal Information Form</b> completed or updated and returned to Director of Operations. Information to be kept on file in London.	
<b>Pre-Departure Travel &amp; Insurance Form</b> completed and returned to Director of Operations and line manager.	
<b>Itinerary and local contact person / counter-surveillance</b> details section of Pre-Departure Travel & Insurance Form copied to line manager.	
Any essential <b>training needs</b> identified and addressed.	
<b>Health check:</b> am I well enough to travel? Check Insurance Policy special clauses relating to health prior to travel.	
<b>Medical advice</b> obtained from Interhealth on serious health risks, and relevant vaccinations.	
<b>Items to take</b>	
<b>First Aid kit</b>	
<b>Anti-Malarial prophylaxis</b> if relevant	
Adequate supplies of <b>ongoing medication</b>	
<b>Emergency money</b>	
Personalised laminated <b>Conciliation Resources photo ID card</b>	
<b>Photocopy of passport</b> data pages and visas.	
<b>Photocopy of driving licence</b> (if planning to drive)	
<b>Conciliation Resources Group Insurance Card</b>	
List of <b>emergency contact details</b>	
<b>Flexible air ticket</b> (if going into a volatile situation)	

On return - a checklist for line managers	
<b>Critical Incident Report</b> and analysis completed if necessary	
<b>Post-Trip Health check</b> carried out, if necessary	
<b>Debriefing</b> with line manager	
<b>Further support / counselling</b> offered	