

CONTINGENCY PLANS

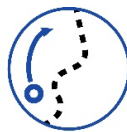
Definitions

Contingency: Literally, it refers to something contingent, an eventuality or possibility that something may or may not happen. The term comes from the Latin "contingentia," meaning "chance". A contingency plan is a comprehensive response involving a set of actions to be taken when a crisis occurs in the humanitarian context in which we operate.



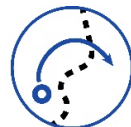
Confinement plan: The area is under threat or there is growing insecurity, the situation can quickly escalate and reach your neighbourhood or street, you choose to activate the confinement phase and confine your workers. They can move freely in a confined space (the compound, building). The confinement area includes the hibernation room.

Hibernation plan: The premises/ staff is in direct danger due to outside events, the hibernation phase is declared, your team is gathered in a secured room, bunker, or area (security level of the safe room adapted to the kind of possible threats) with food, water and means to sleep, communicate, wash, and entertain themselves.



The Relocation plan is activated when removing the team (generally not local national staff) from the intervention area to another area within the country. Programmes may or may not be maintained, depending on the context.

Evacuation plan: Encompasses leaving the country, usually for expatriate staff only. Programmes may or may not be maintained, depending on the context.



Medical plan: Care for workers and the means to mobilise in case of a medical emergency. The rights of employees depend on the category where applicable (local staff, relocated staff, expatriates), as well as the duties of the organisation towards each one in terms of medical care.

What do these plans contain?

All of them contain:

- Probable scenarios in an area (this or that could happen).
- Put the plan into context to prepare for realistic and adapted measures.
- Rights of each type of worker (local, relocated, expatriate) in cases of evacuation, relocation, hibernation, confinement, and health problems.
- Roles and responsibilities of everyone in executing the plan and emergency contacts (plan for replacement staff).

Hibernation and Confinement: Description of safety room/basement; checklists for kits.

Evacuation and relocation: Description of itineraries and potential transport (air, river, maritime, road, type of vehicles); Things to take depending on the type of evacuation; Sharing responsibilities with the team that's staying depending on the level of operations maintained; Paying salaries and suppliers; Secure premises and materials left behind.

Medical: Local medical resources (contacts, capabilities, opening hours); Mobilising ambulances; Evacuating someone hurt to a hospital, etc.; How to get in touch with a physician, contact insurance (if required), Solutions of last resort.

Who implements them? On-site teams (logistics) under the supervision of the base coordinator.

Who does the training? All the members involved in the implementation of each plan (guards for hibernation/ confinement or drivers for relocation/evacuation).

When to train? At the welcome briefing on the base, then at every update.

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- Each plan must be adapted to the specific threats in the area.
 - A good plan ensures that employees know what they need to do and what they can expect from the organization in case of an emergency.
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