

consider whether it is safer for another person to accompany them

- 8 Be ready to answer questions about the occupants, your journey, the vehicle and anything in it.
- 9 One person should be nominated to do the talking on behalf of all the occupants, unless questions are put directly to other occupants.
- 10 Be ready to show any relevant documents including vehicle documents, authorisations, passports, and ID cards. It may be helpful to keep your ID card on a chain around your neck so that you can show it without surrendering it.
- 11 Allow the car to be searched if the checkpoint guards insist on it.
- 12 If you are threatened with a weapon, comply calmly with the guards' instructions.
- 13 If you are not allowed to pass through, return to your base and report to your team leader. They will then need to renegotiate with relevant authorities for a resumption of free movement in the area.

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Routine security management

Every member of the team should feel responsible for their own security and that of others in the team. All appropriate staff should be involved in contributing to good security procedures. Managers should build up team spirit and ensure discipline and mutual support during any field visit. It may be helpful to delegate some specific security-related functions to one or more team members, in order to promote mutual support. This could be in addition to their primary thematic role. During any field visit:

- Consider the procedures for entering and leaving the field location.
- Ensure that all staff members know where any rendezvous points are within the field location.
- Ensure that all staff members are aware of all routes in and out of the field location.
- Be aware of your surroundings and stay alert. Be suspicious of anything out of the ordinary.
- Check that you are carrying the recommended safety and security-related equipment.
- Be aware of common criminal tactics.

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- Keep communications equipment well maintained and within reach.
- Ensure that all staff members are aware of the communication procedure and routine.
- Ensure that you and your team demonstrate cultural awareness.
- Get to know the culturally acceptable styles of greeting and conversation. Learn as much as you can of the local language(s).
- Listen to your instincts. If you are unsure about a location or a person, leave immediately.
- You should use your judgement as to whether the field location is suitable for staff members based on their ethnicity or gender, or those who identify as LGBTI.
- Report any security-related issues immediately.

Contact Details:

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Save the Children

FIELD VISIT SECURITY AIDE-MÉMOIRE

**Security Preparation Before
Deploying to the Field**

V01/01/2017

Field visit preparation

The aim of a security plan is to articulate to staff members a concise set of security rules and procedures applying to the location(s) where they will be working. A security plan should be produced, at least in outline form, before a team deploys to a new or unfamiliar field location.

Ideally, all staff travelling should have an opportunity to contribute to this security plan: experience has shown that when staff participate in the design of a security plan, they produce a better plan and are more likely to follow it. Go through the following checklist before deploying to the field:

- Obtain the latest security update/incident reports for the field location you are visiting.
- Obtain a mapping of the area if possible
- What types and quantities of vehicles will be needed? What will they need to be equipped with?
- How many national staff drivers will be required?
- Do you require a dedicated translator/interpreter?
- Do any organisations need to be informed of your plans?

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- What permissions do you need to obtain before deploying, or soon after deploying? (TAR/Security, PDI).
- Draw up the security communication plan for the field trip and disseminate it to all staff members involved in the field visit.
- Establish a route and an alternative route to the location to be visited.
- What documents do staff members need to have?
- Create information cards in local languages explaining the mission and values of the organisation. These can be helpful for staff when crossing checkpoints or meeting local leaders or communities.
- Ensure all team members are in possession of emergency contact cards, in relevant languages.
- Plan security briefing times for all team members and keep track of who has been briefed.
- Consider the potential security implications for staff members arising from their ethnicity and gender, and for staff who identify as LGBTI.

2

Convoy procedures

A convoy is two or more vehicles travelling together. This is advisable when individual vehicles are at greater risk of theft or violence. Your convoy will need to rely on negotiation with local leaders and legitimate security forces to gain access and safe passage. If you are going to be travelling in convoy, go through the following checklist:

- Leave a Travel Authorisation Form at the office, giving intended and alternate routes and expected arrival times.
- Nominate a convoy leader, who would normally travel in the front vehicle.
- Brief all staff fully on the convoy procedures and plan.
- Decide what order the vehicles will travel in.
- Draw up communications schedules during the convoy's journey.
- Check the equipment for each vehicle and where it is stored.
- How should drivers and passengers react if they come under attack?

3

- What should you and your staff do in the event of accident, incident, casualty or breakdown?
- What should you and your staff do during a halt?
- When dealing with checkpoints and roadblocks:

- 1 Observe the checkpoint as you approach, to understand what is happening there. Does everything appear normal? Or are there signs that there may be a problem?
- 2 If you suspect that there is a risk of violence or other serious problems, turn around and drive steadily away **if – and only if – it is safe to do**
- 3 All passengers should remove sunglasses and headphones before arriving at the checkpoint.
- 4 Approach the checkpoint slowly and stop several metres before the barrier.
- 5 Remain inside the vehicle unless you are ordered to get out.
- 6 Make no sudden movements. Announce what you are doing before you do it, and move slowly.
- 7 If one person is asked to come away from the vehicle, for example, to an office to check papers,

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