

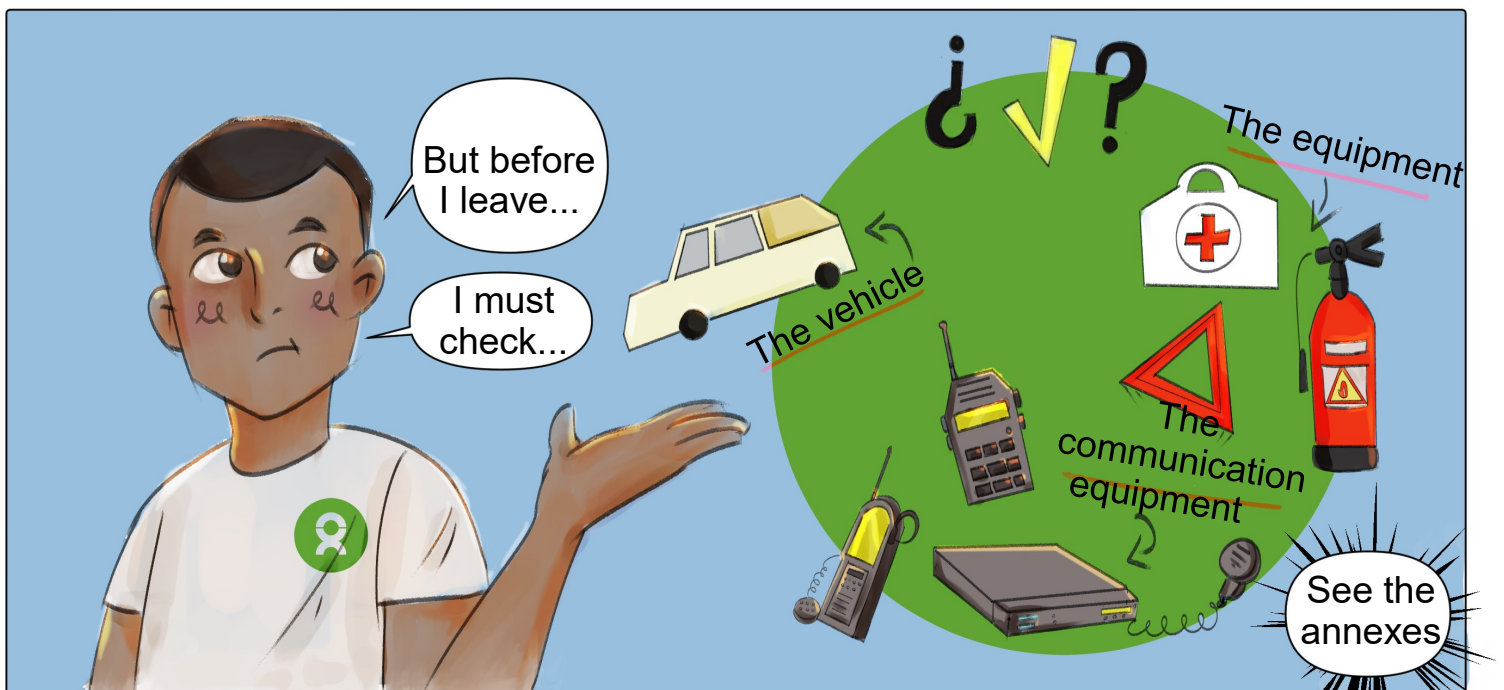
**WORK SAFE!
GRAPHIC SECURITY TRAINING**

TRAINING FOR DRIVERS

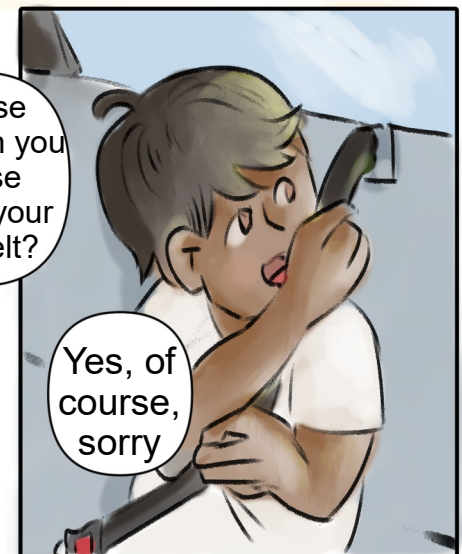
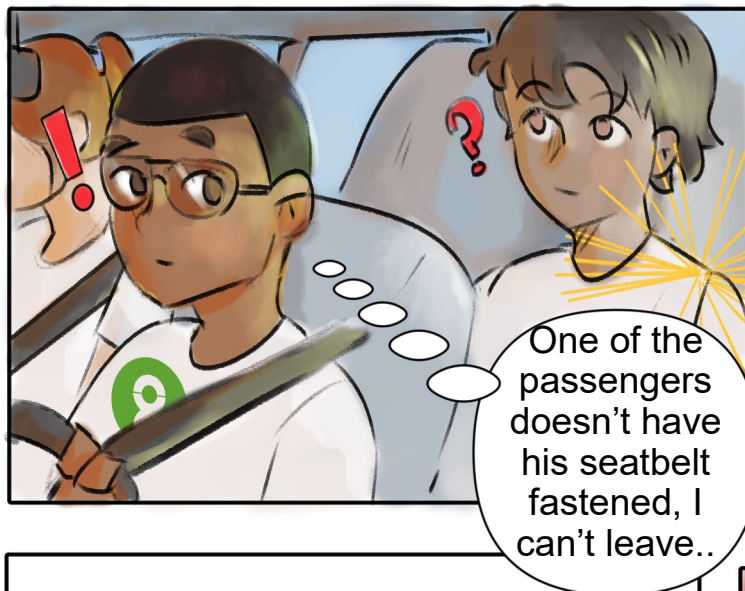
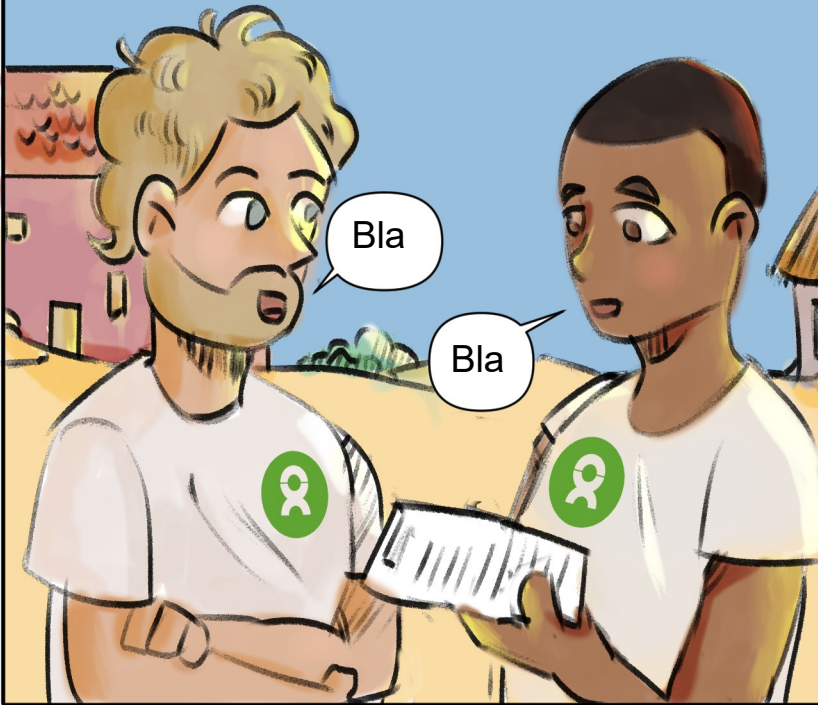


OXFAM

SECURITY SHARED SERVICE



When everything is correct, I then talk to the logistician to see what is the plan for the day.



Now everything is ready and we can go. I am driving carefully, paying attention to any changes in the weather. I am also rested, I slept for enough hours yesterday. I am wearing my glasses and I am not hungry. Everything seems to be going well. But suddenly, I see a checkpoint ahead





Check the annexes to review in detail what it is important to know when arriving at a check-point. Let's see how Ahmed and the others manage the situation.



When they ask for documents, I should show them through the window and avoid handing them over



If they ask for money... We are not allowed to pay to cross check-points. We are a humanitarian organisation



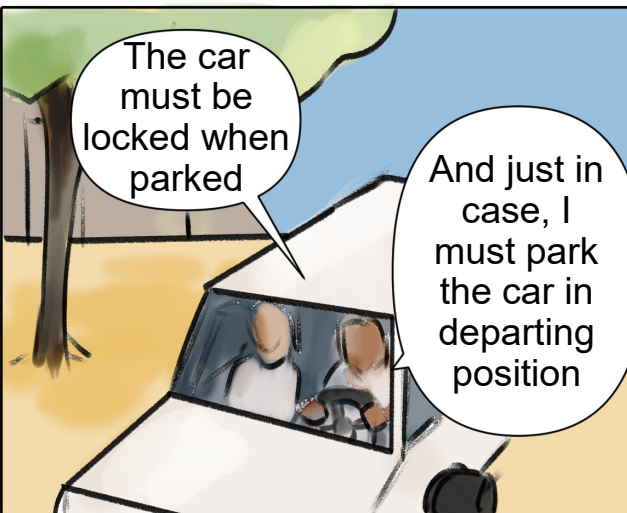
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Everything went well,
We are ready to leave

Once we have crossed the check-point, there are still some important things to consider. Check the annexes to learn more



The car must be locked when parked

And just in case, I must park the car in departing position

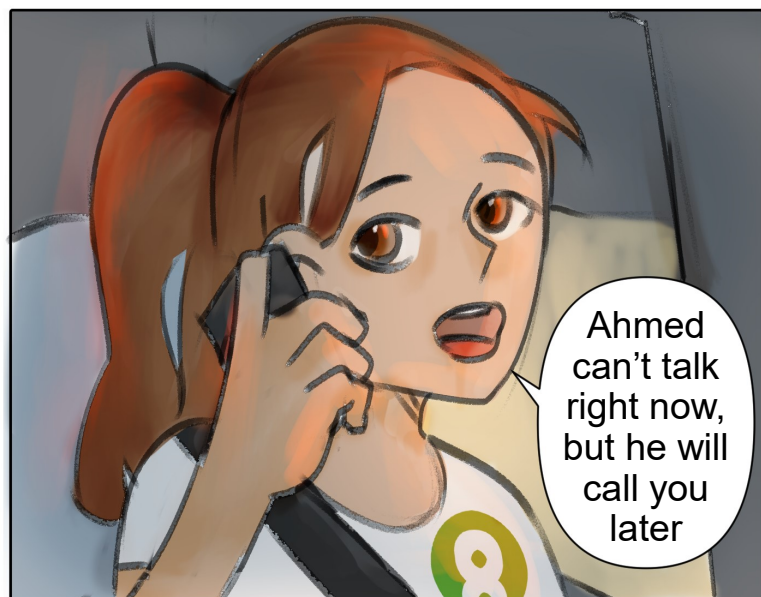


Now we are arriving to the village...



We are a humanitarian organisation

It is possible that the villagers ask questions about Oxfam's work.
I must be polite and explain the work that we do.



⚠ Remember!

- Never go faster than what is permitted.
- It is not allowed to answer the phone while driving, if you do so, you can cause an accident.
- If you are involved in a road traffic accident, your reaction will depend on the context, refer to the annexes to get some tips about what to do.



Suddenly, I see my friend Ali standing by.



Hi!

Hi Ahmed, can you take some of my bags to town?



I'm so sorry, but I can't take people or things that are not related to Oxfam



And what if it is just me?

I can pay you!



I'm sorry again, but I can't



Finally we arrive to the office

I say goodbye to everyone, park the car in departing position, put the keys away and get ready to go home to rest, tomorrow we travel on a convoy...

In the annexes, you can find an explanation of how to travel on a convoy



ANNEXES



1. EQUIPMENT OF THE CAR

- SAFETY EQUIPMENT: fire extinguisher, warning triangle.
- MAPPING AND ROUTING: GPS, maps, etc.
- EMERGENCY EQUIPMENT: first aid kit, survival kit, food and water



2. APPROACHING AT A CHECKPOINT

- QUICKLY APPRAISE THE SITUATION AND DECIDE ON A RESPONSE.
- IF YOU SUSPECT THAT THERE IS A RISK OF VIOLENCE OR OTHER SERIOUS PROBLEMS, TURN ROUND AND DRIVE STEADILY AWAY, IF IT IS SAFE TO DO SO.
- DO NOT USE THE RADIO OR TELEPHONES WHEN IN VIEW OF THE CHECKPOINT. TURN OFF THE RADIO/TAPE.
- AT NIGHT, TURN OFF THE HEADLIGHTS WELL BEFORE CHECKPOINT AND TURN ON AN INTERIOR LIGHT.
- TAKE OFF SUNGLASSES BEFORE STOPPING.
- SLOW DOWN. YOU MAY NOT NEED TO STOP UNLESS ASKED TO DO SO. NGO VEHICLES MAY BE AUTOMATICALLY WAVED THROUGH.
- AGREE BEFORE REACHING THE CHECKPOINT WHO IN THE VEHICLE IS GOING TO SPEAK AND WHAT YOU ARE GOING TO SAY. ENSURE EVERYONE HAS THE SAME STORY!



3. AT A CHECKPOINT

- KEEP A REASONABLE DISTANCE BETWEEN VEHICLES
- BE SURE YOU UNDERSTAND THE SIGNALS GIVEN. STOP IF UNSURE!
- STAY IN THE VEHICLE. UNLESS YOU ARE ORDERED TO GET OUT

BEHAVE APPROPRIATELY:

- BE FRIENDLY, CO-PERATIVE AND ALERT
 - IF THEY ASK YOU TO DO THINGS THAT ARE INCORRECT, BE POLITELY BUT FIRM IN REFUSING
 - IF THREATENED WITH A WEAPON, ACT CALMLY
 - KEEP YOUR HANDS VISIBLE
 - ALLOW THE VEHICLE TO BE SEARCHED IF THEY INSIST
- HAVE YOUR DOCUMENTS IN ORDER. SHOW IDENTIFICATION IF REQUESTED, BUT TRY NOT TO HAND IT OVER!

4. LEAVING A CHECKPOINT



- AVOID NON-OSFAM PERSONS GETTING IN THE VEHICLE. IF AT ALL POSSIBLE, REFUSE LIFTS TO ARMED OR UNIFORMED PERSONNEL.
- DRIVE AWAY AT A NORMAL SPEED. AVOID LOOKING BACK AFTER PASSING THROUGH A CHECKPOINT AS THIS CAN CREATE SUSPICION
- REPORT SAFE PASSING. WHEN OUT OF VIEW OF THE CHECKPOINT AND IF IT IS AGREED PROCEDURE, THEN REPORT CLEARANCE OF THE CHECKPOINT BY RADIO, PHONE OR THE AGREED MEAN.

5. IN CASE OF AN ACCIDENT



-KEEP SAFE. TRY TO MOVE TO A SAFE PLACE IF YOU ARE NOT IN ONE ALREADY

-ACCIDENT REPORTING. CONTACT BASE IMMEDIATELY AND REPORT LOCATION AND PROBLEM

-ASSIT THE INJURED. APPLY FIRST AID TO ANY INJURED PASSENGER AND REMAIN WITH THE INJURED UNTIL ASSISTANCE COMES

-PROTECT YOURSELF. IF YOUR LIFE IS THREATENED, THEN LEAVE IMMEDIATELY AND REPORT YOUR MOVEMENT TO BASE AT THE EARLIEST POSSIBLE MOVEMENT.

-REACH THE AUTHORITIES. WHATEVER THE CASE, DRIVERS SHOULD ALWAYS REACH THE CLOSEST POLICE STATION AS SOON AS POSSIBLE

6. BEING PART OF A CONVOY

BEFORE LEAVING

-DRIVERS SHOULD UNDERSTAND WHO THE MISSION LEADER IS AND RECEIVE A BRIEDING FROM THE MISSION LEADER.

-DRIVERS SHOULD AGREE WITH THE MISSION LEADER REGARDING REPORTING POINTS, DISTNACE BETWEEN VEHICLES, AND PROCEDURES FOR ANY POTENTIAL EMERGENCY

-THE DIVER SHOULD FAMILIARIZE HIM/HERSELF WITH THE LOCAL AREA AND PLANNED JOURNEY ROUTE PRIOR TO DEPARTURE, PARTICULARLY REAGARDING ANY SECURITY ISSUES

-THE DRIVERS SHOULD REFUEL THE VEHICLES AND GET EXTRA FUEL FOR THEIR MISSION

DISTANCE

-OPEN ROAD: NO MORE THAN 200 METERS SPACE AND NO LESS THAN 100 METERS

-CITIES: NO MORE THAN 100 METERS SPACE AND NO LESS THAN 50 METERS SPACE BETWEEN THE VEHICLES



6.1 . BEING PART OF A CONVOY 2



DURING THE CONVOY MISSION

- THE DRIVERS SHOULD CONTACT BASE EVERY 1 HOUR AND REPORT THEIR LOCATION (OR AS AGREED IN THE CONVOY PLAN).
- THE DRIVERS SHOULD KEEP ENOUGH DISTANCE FROM THE FUEL TANKERS AND MILITARY/POLICE CONVOYS/FACILITIES
- THE DRIVERS SHOULD INFORM EACH OTHER OF CONVOYS/FACILITIES, CHECKPOINTS, AND ANY OTHER POTENCIAL PROBLEMS ALONG THE ROAD
- WHEN GOING THROUGH A CHECKPOINT, THE DRIVERS SHOULD COMMUNICATE WHEN THEY HAVE PASSED THE CHECKPOINT, AND THE FRONT DRIVER SHOULD WAIT AT SUFFICIENT DISTANCE UNTIL THE BACK DRIVER PASSES THE CHECKPOINT

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