












Session 13	<b>Contingency Planning</b>		 Duration: <b>60 mins</b>
<p><b>Session Summary</b></p> <p>This session looks at the different types of contingency plans, and explores the different factors that must be considered when developing local contingency plans for relocating or evacuating staff, or responding to medical emergencies.</p>			
<p><b>Session Objectives</b></p> <ul style="list-style-type: none"> <li>• Explain the role and the importance of contingency plans.</li> <li>• Define the differences between hibernation, relocation, and evacuation.</li> <li>• Identify basic preparations and consider requirements for different groups of staff.</li> <li>• Discuss challenges in responding to medical emergencies and outline factors to consider when organising medevacs (medical evacuations).</li> </ul>			
<p><b>Learning Outcomes</b></p> <p>By the end of this session, participants should be able to:</p> <ul style="list-style-type: none"> <li>  <ul style="list-style-type: none"> <li>• Recall contingency planning requirements for relocating or evacuating staff, and responding to medical emergencies.</li> </ul> </li> </ul>			
<p><b>Supporting Material</b></p> <ul style="list-style-type: none"> <li>  <ul style="list-style-type: none"> <li>• <a href="#">GISF Security to go: a risk management toolkit for humanitarian aid agencies – Module 11.</a></li> <li>• <a href="#">GISF Security to go: a risk management toolkit for humanitarian aid agencies – Module 12.</a></li> </ul> </li> </ul>			
Time	Suggested Activities		Resources
2 mins	<p><b>Introduction</b></p> <p>Introduce the session and provide an overview of what this session will cover.</p>		<ul style="list-style-type: none"> <li>• S.13 Contingency Planning Presentation – Slide 1</li> </ul>
3 mins	<p><b>Contingency Planning</b></p> <p>Reiterate the importance of contingency planning, its effect on the impact of threats, and therefore the risk, and its role in meeting duty of care.</p> <p>Emphasise that the contingency planning process is as important as the plans themselves.</p> <p> Even if a plan is not implemented exactly as envisioned, time spent on contingency planning will help staff respond more rapidly and effectively than if no planning had taken place.</p> <p>Highlight that regardless of the type of contingency plan, the process of contingency planning can be broken down into a few simple questions.</p> <p> Key planning questions:</p> <ul style="list-style-type: none"> <li>• What could happen?</li> <li>• Who could be affected?</li> </ul>		<ul style="list-style-type: none"> <li>• Slides 2-3</li> </ul>

	<ul style="list-style-type: none"> <li>• What is needed to respond?</li> <li>• Who needs to be informed?</li> <li>• Who needs to make what decisions?</li> <li>• What can be done to be better prepared?</li> </ul>	
25 mins	<p><b>ACTIVITY: Deteriorating Situation!</b></p> <p>Divide participants into small groups of three or four. Issue each group the handout 'Deteriorating Situation!' Explain that each group should read the short scenario and answer the questions. Groups should capture their responses on a flip chart sheet.</p> <p>The scenario can be adapted to the location of the training, and if an internal training, actual field locations can be used to ensure greater relevance.</p> <p>After 15 minutes, ask each group to briefly explain their response to the questions. Have one group provide their response to a question, then ask the other groups to comment and highlight any differences. For the next question alternate the group that responds.</p> <p>Once the groups have provided feedback, highlight any significant issues missed by the participants.</p>	<ul style="list-style-type: none"> <li>• S.13 Deteriorating Situation! Handout</li> </ul>
5 mins	<p><b>Hibernation, Relocation &amp; Evacuation</b></p> <p>Explain the different stages and terms used in response to deterioration in the overall security situation, or specific threats to staff. Highlight how disruptive these measures are to staff, programmes and the organisation, and why it is vital to plan properly.</p> <p> Not only are these measures disruptive to staff and programmes, but if not managed carefully they can also damage relations with communities and authorities, and ultimately an organisation's reputation. To minimise the impact and ensure a safe and effective response, it is vital that detailed contingency plans are established in advance and understood by all staff.</p>	<ul style="list-style-type: none"> <li>• Slide 4</li> </ul>
5 mins	<p><b>When &amp; Who to Withdraw</b></p> <p>Highlight the importance of identifying in advance the context specific triggers or indicators, agreed by both country staff and headquarters, to determine when the various contingency measures should be activated.</p> <p>Refer to the Security Levels, discussed earlier, and explain their role in contingency plans for possible hibernation, relocation or evacuation of staff.</p> <p> Relocation and evacuation of staff may be phased, with different triggers applicable to different staff. The decision to hibernate or withdraw staff may also be made in advance of possible insecurity, such as during elections or planned demonstrations to avoid staff being exposed to the unrest that may follow.</p> <p>Discuss who would be withdrawn and at what stage. Explain the differences between 'essential staff' and 'non-essential staff'. Discuss</p>	<ul style="list-style-type: none"> <li>• Slides 5-7</li> </ul>

	<p>an organisation's obligations to national staff, and the difficulties in relocating/evacuating national staff.</p> <p>If an internal training, explain your organisation's specific evacuation policy and adjust the slide to include different staff groups and the support provided.</p>	
5 mins	<p><b>Basic Preparations</b></p> <p>Highlight the basic preparation measures that should be undertaken when developing contingency plans for the withdrawal of staff. Adapt the list on the slide to reflect the operating environment and include any specific requirements within that location. If an internal training, draw attention to your organisation's requirements.</p>	<ul style="list-style-type: none"> <li>• Slides 8-9</li> </ul>
15 mins	<p><b>Medical Emergencies</b></p> <p>Explain the challenges involved in ensuring staff have access to appropriate medical care in an emergency, and emphasise the importance of planning.</p> <p> The level of health care available to staff will vary from country to country. However, it is essential that organisations have external and internal resources in place before an emergency occurs, to ensure a rapid and efficient response to a medical emergency involving staff.</p> <p>Outline the basic preparation measures that should be undertaken when developing medical emergency plans for different locations, and the need to plan for urgent medical evacuations from remote locations to the nearest suitable medical facility, or to a hospital in the capital or another country.</p> <p> To facilitate a fast response, medical evacuation options for the different locations in which staff are based must be assessed, and detailed procedures and plans developed in advance.</p> <p>Discuss the issues involved in organising a medical evacuation and stress the need to address many of these issues in advance, rather than at the time of incident. Explain the role of medical assistance companies and the limitations of their support. Highlight the challenges in getting staff to appropriate medical care quickly, due to the local infrastructure, weather conditions, flight clearance regulations or a lack of transport options. Draw attention to specific challenges in that location.</p> <p>If an internal training, explain the medical evacuation procedures within your organisation and the support provided by your assistance provider.</p>	<ul style="list-style-type: none"> <li>• Slides 10-12</li> </ul>