**S.13 Deteriorating Situation!**

There has been an escalation of tensions between opposition and government forces in the north east of the country during the past few weeks. Last night heavy shelling and gunfire could be heard on the outskirts of the town, approximately 2km from the centre.

Several humanitarian organisations are based within the town, including your organisation. The field office and guest house are based in the centre of the town. There are two international staff, four national staff from the capital, and 10 staff based locally.

The Area Manager has just returned from an emergency UN/NGO coordination meeting and informs you that the analysis of the UN Field Security Officer is that opposition forces will likely attempt to take control of the town either during the night, or the following days. If so, there could be widespread killing, chaos, and looting.

Given the situation, the UN has organised an aircraft to evacuate staff which will leave this evening. The airfield is located 1 km south east of town centre. Most roads out of town into the neighbouring districts go through opposition-held territory and are considered unsafe.

Answer the following questions:

* Should you relocate?
* Who makes the decision?
* Who needs to be informed?
* Who would be relocated?
* What further information do you need?