













Session 8	<b>Security Planning &amp; Plans</b>	 Duration: <b>30 mins</b>
<p><b>Session Summary</b></p> <p>This session focuses on security planning and highlights the principles, techniques and tools to develop and maintain effective security plans.</p>		
<p><b>Session Objectives</b></p> <p> <ul style="list-style-type: none"> <li>• Describe the purpose and contents of a security plan.</li> <li>• Explain the differences between SOPs and contingency plans.</li> <li>• Highlight the role of security levels/phases.</li> <li>• Discuss the challenges involved in implementing security plans.</li> </ul> </p>		
<p><b>Learning Outcomes</b></p> <p>By the end of this session, participants should be able to:</p> <p> <ul style="list-style-type: none"> <li>• Recall the contents of a security plan and contribute to the development of effective SOPs and contingency plans.</li> </ul> </p>		
<p><b>Supporting Material</b></p> <p> <ul style="list-style-type: none"> <li>• <a href="#">GISF Security to go: a risk management toolkit for humanitarian aid agencies – Module 7.</a></li> <li>• <a href="#">Disaster Ready/GISF Mobile Guides: Security Risk Management Toolkit.</a></li> </ul> </p>		
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.8 Security Planning &amp; Plans Presentation – Slide 1</li> </ul>
10 mins	<p><b>Developing Security Plans</b></p> <p> Ask participants: <i>What are security plans? Why do we develop them?</i></p> <p>Explain the principal role of security plans and how they support security management within different locations. Explain that these documents may have different titles depending on the organisation. If internal training, adapt the slides to reflect the title of the documents used in your organisation.</p> <p> Security plans are key country-level documents that outline the security and safety measures and procedures in place, and the responsibilities and resources required to implement them.</p> <p>Give a quick summary of the relationship between the country security plan and plans established for sub-offices/specific operational areas.</p> <p> Ask participants: <i>What are the key elements of a security plan?</i></p> <p>Capture participants' suggestions on a flip chart, then refer to the slide and highlight that security plans capture the outputs of various security processes.</p>	<ul style="list-style-type: none"> <li>• Slides 2-3</li> </ul>

5 mins	<p><b>SOPs &amp; Contingency Plans</b></p> <p>Explain the key differences between SOPs and contingency plans. Use the risk matrix to demonstrate the different effects SOPs and contingency plans have on the likelihood and impact of threats, and therefore the risk.</p>	• Slides 4-5
3 mins	<p><b>Security Levels</b></p> <p>Introduce the concept of security levels/phases. If an internal training, adapt the slide to include your organisation's own security level or phases. Explain the implications of changes in the security level, and the triggers/indicators and authorisation process involved.</p> <p> Security levels help guide security management decisions and actions in response to increasing insecurity. Associated with each level are agreed security management measures, procedures and actions that must be implemented, for example updating contingency plans, restricting movements, increasing frequency of communication, issuing travel bans, withdrawing non-essential staff and, in extreme situations, closing offices and programmes.</p> <p>Briefly discuss some of the challenges with security levels, including the different approaches and tolerances between agencies, their responsiveness in terms of moving up and down the levels, and the impact of level changes on programmes and activities.</p>	• Slide 6
10 mins	<p><b>Implementing Security Plans</b></p> <p> Ask participants: <i>What are some of the challenges in developing and implementing security plans?</i></p> <p>Expand on their observations and discuss some of the common challenges with regards to security plans, including their length and overall accessibility for staff, the lack of staff involvement in their development, and the difficulties of keeping them updated.</p> <p> Security plans are best created by a mix of staff including senior management, administration, programme management, field staff and drivers as well as a mix of different nationalities, ethnicities and genders. Each will offer a different perspective.</p>	• Slide 7