Personal Safety and Security plan

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# GENERAL INFO

|  |  |
| --- | --- |
| Country to be visited |  |
| MinBuza color code for your area |  |
| Local organization responsible for your stay |  |
| Purpose of your trip and main activities |  |
| How many people do you travel with? |  |

# COUNTRY SPECIFIC

## Context analysis

Provide a short and pinpointed description of the country and the situation where you anticipate to travel, live and work. Consider culture, politics, social economical situation, climatic condition and health.

Pay attention to the actual location where you live or work.

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| --- | --- | --- | --- | --- |
| **Threat**  What could possibly happen to you? | **Likelihood**  What is the chance it happens? Be as specific as possible | **Estimated impact**  How big are the consequences if it happens? | **Consolidated Risk** | **Measures** and mitigating actions |
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## Risk analysis (column 1-4)

Analyse the present threats (social, political, nature, climate, medical etc.) Consider your own vulnerability in this. You can work with words, numbers, colors etc.

## Points of attention during the trip

Based on your risk analysis, describe the main risks during your trip.

## Risk reduction strategy

Column 5: What is your action plan considering the threats? What are you absolutely going to do, and what not, to decrease the risk of incidents? How will you manage your image?  
This is about conscious and deliberate weighing of acceptable risk (e.g. will you drive yourself or rent a car with a driver?)

# SAFE AND SECURE BEHAVIOR STRATEGY

## Personal behavior

What personal responsibility do you have? List a personal behavior plan, what will you (not) do.

## Group rules of engagement

Describe the rules you agree as a group for the trip. These are binding for all group members. Describe the consequences for not sticking to these agreements too.

## CONTINGENCY PLANNING (what if….)

Please describe the steps you take once you get a (near) incident. Be as concrete as possible (e.g. flowchart, table etc.) Connect your contingency plan to the Incident steps as presented in the S&S checklist.

### Action plan

What do you do when one or more of the threats becomes reality? Find the relevant address details and telephone numbers.

### Incident reporting

Who are you going to inform about what when things go (almost) sour. Also consider your local context.

# LOCAL ARRANGEMENTS

## Organization details

Details of the organization you are visiting (address, legal status)

What does the S&S plan of the organization look like? Please provide short overview.

Whom should we contact in case of a crisis?

## Accommodation and transport

What will your accommodation look like locally?

What do your local transport arrangements look like?

What S&S aspects have been considered for accommodation and transport?

# ANNEXES (PERSONAL DETAILS)

Travel details (in detail) and local address details (organization, accommodation)

Personal contact details and relevant medical details (allergies, blood type etc.)

Important telephone nrs (Insurance, TU Delft, hospital, police, embassy etc.

## Emergency details card

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| FRONT | BACK |
|  |  |

# SOURCES

Minbuza <http://www.rijksoverheid.nl/onderwerpen/reisadviezen>

UK gov’t <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country>

USA gov’t <http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html>

Ebola: <http://www.cdc.gov/vhf/ebola/> en <http://www.rivm.nl/Onderwerpen/E/Ebola> en <http://www.who.int/ith/updates/20140421/en/>

Crisis Group [www.crisisgroup.org](http://www.crisisgroup.org/)

Reliefweb [www.reliefweb.int](http://www.reliefweb.int/)

Alertnet [www.trust.org/alertnet](http://www.trust.org/alertnet)

Humanitarian Policy Group [www.odi.org.uk/resources](http://www.odi.org.uk/resources)

Global Peace Index [www.visionofhumanity.org](http://www.visionofhumanity.org/)

Medisch <http://www.vaccinatiesopreis.nl> en [www.sgzopreis.nl](http://www.sgzopreis.nl)

World Risk map: [www.controlrisks.com](http://www.controlrisks.com)

Boek/PDF: K. Van Brabant - 2000, Operational Security Management in Violent Environments