**RED CROSS**

**CARIBBEAN DISASTER RISK MANAGEMENT CENTRE**

**(CADRIM)**

**IN**

**BARBADOS**

**SECURITY REGULATIONS**

**Updated: Resource Centre Coordinator (Reynette Royer)**

**Approved by: Head, Country Cluster Office, Port of Spain**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**1 - INTRODUCTION**

**Security Rules and Regulations cannot cover all situations in a deteriorating security environment. The use of common sense is essential to individual and collective security.**

**Always be alert and never panic.**

**1.1 Introduction**

The purpose of these Security Regulations is to provide a security framework for Red Cross/Red Crescent personnel to operate within Barbados.

This is the latest version of the Security Regulations for the **Red Cross Caribbean Disaster Risk Management Centre (CADRIM) in Barbados**. These Regulations replace all previous security regulations in country and may be amended at any time by the most senior IFRC Officer in-country, in consultation with Head, Port of Spain Country Cluster Support Team (CCST) and the Security Officer, Americas Regional Office (ARO) or Geneva.

Additional security-related documents available locally include:

* *Country Welcome Security Brief*
* *IFRC Security Regulations*
* *Medical Evacuation (MEDEVAC) Plan*
* *Relocation Plan*
* *Critical Incident Management Plan*

**1.2 Application**

These Regulations are applicable to all Delegates, staff on loan, local staff during work hours, Volunteers working with the Federation, visitors, RC/RC-employed consultants, family members accompanying delegates and any personnel operating under the Federation umbrella in the operational area. For the purposes of these regulations, the term “RC Personnel” is used to refer to the above personnel. RC Personnel hosting visitors are responsible for ensuring any visitors to the operational area abide by these Regulations.

**By signing their copy of the Regulations, each signatory gives a formal acknowledgement that they have understood them and commits to abide by them.**

The Head of the Country Cluster Office in Port of Spain has the ultimate responsibility for security in CADRIM and Cluster personnel based in Barbados.

**1.3 Compliance**

By signing their copy of the Regulations, each signatory gives a formal acknowledgement that they have understood them and commits to abide by them.

**Due to the importance of the safety of individuals and the delegation as a whole, any breach of security may be considered to be misconduct or gross misconduct in accordance with the Federation Code of Conduct. As such, security breaches may have disciplinary consequences, up to and including the immediate termination of an assignment or mission, or dismissal.**

**1.4 Distribution**

Copies of country-specific rules & regulations are issued to each staff member (including PNS staff operating under the Federation’s security umbrella) at the beginning of their tenure, with the completed signature page to be retained by the respective HR unit/department or focal point.

These Regulations are not to be distributed outside the RC/RC Movement. Any third parties who are interested in reviewing this document should be referred to the Security Unit or the Head, CCST Port of Spain. Personnel are to destroy (by shredding) or return any hard copies of these rules and regulations to CADRIM at the end of their mission.

***Local Staff / Volunteers***

***Consideration should be given to staff and Volunteers who may not be able to read (or speak the official language) or understand these Regulations. In such instances, a translated version of the regulations that are applicable to them should be made available for them to review and sign. Note: Security Regulations are only applicable to Local Staff and Volunteers during working hours and as such not all regulations may be applicable e.g. curfew.***

***Visitors***

***It may be unrealistic to expect visitors to an operational area to read and have a clear understanding of these Regulations. In addition to providing RC Personnel with a copy of the Regulations, the Senior IFRC Officer in country/Country Representative/HoD should also ensure that key regulations are included in a welcome pack and that a briefing is provided to all personnel entering the operational area***.

**2 - COUNTRY SITUATION**

**2.1 In-country situation**

Barbados currently serves as the host nation for the Caribbean Disaster Risk Management Reference Centre (CADRIM). The Red Cross has had a presence in Barbados since 1960 when operations began with a branch of the British Red Cross. The National Society was incorporated by an Act of Parliament - (The Barbados Red Cross Society ACT 1969/35) as a Voluntary Aid Society, auxiliary to Public Authorities on 24th July 1969. In August 1984 it became a full member of the League of Red Cross and Red Crescent Societies - now known as the International Federation of Red Cross and Red Crescent Societies (also called the IFRC or the Movement). The activities of the Barbados Red Cross are overseen by a Governing Board, under the Leadership of the President and its day-to-day functions are managed by its Director General. The Reference Centre was formed on August 1, 2010 in Warrens, Barbados in response to a call from the Caribbean Red Cross Disaster Management Network, which represents the Red Cross National Societies of the wider Caribbean region and which works to promote effective disaster management in the region.

1. **Law Enforcement:**

The Royal Barbados Police Force is the primary state agency responsible for the protection of life and property of all citizens and visitors of Barbados. Headquartered in Bridgetown, the local constabulary is present throughout all of the island’s parishes in district police stations.

Although Barbados generally has a lower rate of violence than it's Caribbean neighbors, it is not without dangers. In 2016, Barbados had 1605 drug-related crimes, 1029 residential burglaries, and 105 vehicle thefts. Tourists are most likely to be victims of petty crime/crimes of opportunity, although cases of sexual assault and armed robbery have been reported.

**The RBPF can be reached by dialling 211**. Should any Federation Asset need to interact with the local constabulary it should be noted that **English is the official language.**

1. **Telecommunications:**

Barbados has a well-established and fully functioning land-line and mobile phone network. There are two mobile phone operators in country ([Cable and Wireless](https://en.wikipedia.org/wiki/Cable_%26_Wireless_(Caribbean)) trading as FLOW and Digicel).

Digicel uses a [GSM](https://en.wikipedia.org/wiki/GSM)[[1]](#footnote-1) wireless system, while Claro[[2]](#footnote-2)  utilizes the standard and FLOW utilizes both GSM and CDMA[[3]](#footnote-3)on its network.

With an active Roaming Plan subscription from most telecommunication companies, such as Digicel, Bmobile, A&T and FLOW, you are able to access lower voice and text messaging rates as well as an allotment of data, while roaming within the regional or global participating countries. Please note that roaming in Barbados can still be costly.

You can also choose to buy a prepaid SIM card in Barbados. These are widely available at Flow and Digicel outlets. Just replace your SIM card with the Barbados one to avoid excessive roaming costs.

Calls from Barbados to the US, Canada, and other NANP Caribbean nations, are dialled as 1 + NANP area code + 7-digit number.

Calls from Barbados to non-NANP countries are dialed as 011 + country code + phone number with local area code.

1. **Currency (Money):**

The Barbados dollar (BdsD) is the official currency, Banknotes are issued in the following denominations: 2, 5, 10, 20, 50, and 100 Dollars, while coins are issued as 5 cents, 10 cents, 25 cents and 1 Dollar.

The Barbados dollar is pegged to the US dollar by a **$1.98 BDS to $1.00 U.S**. exchange rate which does not fluctuate. US currency is accepted across the island. Most hotels and other lodgings, stores and restaurants accept major credit cards.

The flow of foreign exchange into and out of Barbados is tightly regulated and controled by the Central Bank of Barbados. Only the dealers and depositaries (listed below) are authorized to convert currency.

Authorised Dealers:

* RBC Royal Bank Barbados Limited
* CIBC First Caribbean Int'l Bank (Barbados) Ltd.
* Republic Bank Of Barbados Ltd.
* First Citizens Bank
* Bank Of Nova Scotia
* CITICORP Merchant Bank Ltd.
* SIGNIA Financial Group Inc.
* Consolidated Finance Co. Limited
* Globe Finance

Authorised Depositories

* The Accountant General
* The Public Trustee
* The Registrar of the Supreme Court

**2.2 Risk Assessment**

Security incidents can occur anywhere and at any time. Therefore, RC Personnel must never let down their guard, and must always keep a high security awareness both individually and collectively. All RC Personnel are responsible for their own security and must take all possible measures to minimize or eliminate potential risks. Always share security information with your colleagues.

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| ***NB: The threats identified should come from the situation analysis followed by the risk analysis which must analyse each threat, the level to which is organisation is vulnerable to that threat and the resultant risk. After this analysis, you will identify measures to mitigate the risks, some of which will be included in these regulations. The risks identified below should be on the basis of the resultant or residual risk determined after mitigation measures have been decided. The sections below identifying high, moderate and low risks should be used and/or adjusted as appropriate.*** |

Robberies and other crimes committed in high-traffic business areas are usually opportunistic. A common concern is visitor harassment in which individuals and groups in tourist areas offer a variety of items for sale, including drugs.

Cyber security attacks are frequently directed at public institutions, financial institutions, and critical infrastructure. As many of the Eastern Caribbean police forces are ill-equipped to prevent and investigate cyberattacks and intrusions, in 2015 the Royal Barbados Police Force (RBPF) experienced several attacks against its website.

Reported Crimes (per 100,000 citizens)[[4]](#footnote-4)

|  |  |
| --- | --- |
| Murders | 8 |
| Kidnapping | 4 |
| Sexual Assault | 64 |
| Robberies | 65 |
| Shootings | 19 |
| Residential Burglaries | 361 |
| Drug Related Crimes | 563 |
| Vehicle Theft | 37 |

The main threats to RC personnel in Barbados are:

1. Residential burglaries and/or robberies
2. Sexual assaults
3. Vehicle theft

To a somewhat lesser extent, personnel are also exposed to:

1. Theft of Articles from inside automobiles
2. Road Accidents
3. Credit Card Theft/Information Skimming
4. Pick-Pockets
5. Purse Snatching

with the resultant (residual) risks currently assessed as moderate.

Travel outside of tourist areas should be undertaken with caution, especially at night, due to the prevalence of unmarked and poorly-illuminated roads.

**2.3 Phases**

|  |  |  |
| --- | --- | --- |
| The Federation operates a four colours phase system to distinguish the security situation. | | |
| **White phase** | Situation normal | No major security concerns |
| **Yellow phase** | Situation of heightened tension | Some security concerns, heightened security awareness initiated |
| **Orange phase** | Emergency situation | Access to beneficiaries limited, risk to RCRC personnel severe, tight security management needed |
| **Red phase** | Relocation or hibernation | Conditions do not allow work, risk to RCRC personnel extreme |

All RC Personnel must know the current security phase classification and it’s implication on the way of working and living in their area of operation or on the area that will be visited.

All personnel are to comply with any restrictions put in place by the Coordinator, CADRIM (CC) in accordance with the current situation and designated phase level.

The current phase in Barbados is **WHITE**.

Crime in Barbados is **MODERATE**, and in some areas, it is growing, particularly because of the activities of youth gangs.

For your general safety, you should review the last-issued Crime and Safety Report for Barbados and follow the general safety guidance provided there[[5]](#footnote-5).

**3 – General Security**

Generally, individuals or groups are free to travel day or night with few restrictions. Robberies and other crimes committed in high-traffic business areas are usually opportunistic. However, you should avoid secluded places or situations and not walk or drive alone at night. Be aware of your surroundings and always have a contingency plan for emergency situations.

Ensure that your personal belongings, passports, other travel documents and ID Cards are secure at all times. You should not carry large sums of cash or valuables in public. Cash and valuables should be deposited in banks or hotel safes wherever possible. Be vigilant when using ATM cash machines installed in public places, usually outside banks. There have been cases of people being robbed after withdrawing cash from these machines, as well as instances of devices being inserted in ATMs, allowing cards to be cloned. Beware of pickpockets in busy thoroughfares, on buses and at bus stations. Occasional armed hold-ups may also be carried out. Be alert for muggers, particularly in any areas where unemployment, street crime and drug usage are high.

You should use registered taxi companies, and whenever possible call a taxi company rather than hail a taxi in the street. It is advisable to travel accompanied by someone you know, and not to sit in the front seat of a taxi. Ensure that you do not get into a taxi with unknown passengers and instruct the driver not stop and pick up any additional passengers. Be sure to negotiate the price before the trip to avoid being charged inflated fares.

There is a public transportation system owned and operated by the Government of Barbados. These large blue and yellow buses operate on a routine schedule and are required to stop only at clearly-marked, designated stops on assigned routes. There are also smaller, privately-owned buses. However, these buses often speed through traffic and, as they stop without notice to pick up/drop off passengers, are often involved in accidents.

**3.1 Federation Logo**

The Federation logo (the Red Cross and Red Crescent, adjacent to one another, within a red rectangle) is to be displayed on Federation vehicles and official Delegation premises as an indicative sign. In exceptional cases, and following prior authorization from the Director of Region in consultation with the Reigonal Security Coordinator or the Manager of the Security Unit GVA, the Country Representative/HoD may decide not to display the logo for security reasons.

Protective flags on vehicles may only be used with approval of the Head of Country Cluster following consultation with the Manager of the Security Unit in GVA, the ICRC and/or the NS RC/RC.

***NB: The Federation logo has no legal protective value and is not to be used as a sign of protection. A single red cross or red crescent on a white background is used as a protective sign in case of armed conflict or internal disturbances, but only with the prior approval of the HOCC, in consultation with the Security Unit as noted above.***

***Red Cross or Red Crescent flags may be used to identify Federation premises, compounds, refugee camps and other official sites in cases of disturbances***

**3.2 Responsibility**

Staff members (and eligible dependents) are first and foremost themselves responsible for their own security. This includes but is not limited to:

1. The requirement to keep themselves informed on the general (security) situation in the area;
2. To maintain situational awareness, i.e. to know where they are and where they are going;
3. To ensure that others are aware where they are and where they intend to go, especially when travelling overland or during the hours of darkness;
4. To ensure that assets entrusted to them in the performance of their duties and their personal effects are secure;
5. To ensure that their documents, including passports, visas etc., are valid and in order;
6. To ensure that they have relevant contact details at hand in case of an emergency;
7. To immediately report any security-related incidents (see also section on ‘Emergencies’/‘Security Incident Reporting’ below); and
8. To otherwise adhere to all IFRC security rules, regulations and advisories.

Managers/supervisors are responsible for bringing relevant IFRC security rules, regulations and advisories to the attention of their respective staff/subordinates, as well as ensuring that staff/subordinates adhere to same.

If any staff member has serious doubts about the security conditions during a mission or activity, the entire team is to stop and evaluate the situation. If the conditions are uncertain, the team is not to proceed. Only one team member need express doubt for the team to stop and not to proceed further.

**3.3 General Conduct**

All RC Personnel are bound by the Code of Conduct and the Fundamental Principles of the Red Cross and Red Crescent, 24 hours a day, 7 days a week, with no exceptions.

IFRC premises and assets (including computers, printers and email accounts, etc.) are solely provided for work purposes. They are NOT to be used to produce or disseminate material which may be perceived as inconsistent with the Movement’s Fundamental Principles or the Code of Conduct. Contravention of the above will be viewed as a security incident and may lead to disciplinary consequences.

Personnel are responsible for the behavior and actions of guests they invite into CADRIM’s premises, their IFRC residence or who are travelling with them in an IFRC/PNS vehicle. Such guests are expected to abide by the Red Cross ‘Code of Conduct’.

**3.4 Local Customs/Traditional Law:**

In order to act in a coherent manner within the given environment, the RC personnel must understand and respect the local culture and traditions. It is everyone's duty to inform him/herself on the political, social, religious and cultural specificity of the environment and try to adapt to the society in which he/she lives and works. Adaptation requires common sense, feeling and respect for local sensitivities and determines the way we are perceived, i.e. our institutional image.

1. Common Crime Prevention in Barbados:

In case you are involved in any emergency situation, note the following telephone numbers to access assistance:

**Police – 211**

**Ambulance – 511**

**Fire Service – 311**

**Note: Lights on emergency vehicles are blue and red**. Do not be fooled into stopping by white flashing lights.

The best that you can use is your own prudence and exercising good personal judgment when moving around the country.

As far as possible, **DO NOT WALK THE STREETS DURING NIGHT TIME**!

Always use seat belts in vehicles, and keep doors locked. If the vehicle you are in is an air-conditioned one, keep the windows closed as well.

**NEVER LEAVE ANY VALUABLES OR DOCUMENTS IN YOUR PARKED VEHICLE!** When you park, always empty your vehicle and activate your car alarm, if available.

In congested and/or tourist areas, expect pickpockets and purse-snatchers, in spite of police presence. Minimize the amount of cash, credit cards, jewellery and other valuables carried with you to the absolutely necessary!

**NEVER RESIST AN ARMED ASSAILANT**! Your life is more important than your belongings.

Always observe your surrounding before and while using an ATM. If possible, use ATMs located inside commercial venues, rather than those placed on the street. Avoid making withdrawals from ATMs placed on the street at night-time.

Standard taxis provide a safe and reliable way to get around on the island. Taxis are easily identified by the Z designation on their license plates. Avoid flagging taxis in the street. Use Hotel/Radio Taxis instead.

1. Road Safety in Barbados:

Upon arrival to Barbados you must purchase a locally issued driving permit to be able to legally drive on the island (if you are not a permanent resident). You will be required to produce your valid driver's license as well as apply for a '**Visitor's Permit'**.

A Visitor's Permit may be obtained from the Barbados Licencing Authority, located at The Pine, St. Michael or from the Oistins Police Station, Hastings Police Station and Holetown Police Station. Permits are also issued by most car rental companies. The fee for the permit is BDS$10.00. If you are renting a car, the car hire company will facilitate your acquisition of a Visitor’s Permit.

If you are driving your own car, local permits can be obtained from police stations in Hastings, Worthing, Holetown and the Ministry of Transport or at the airport. A permit costs $10 (Barbados dollars).

In order to drive a rental car you need to be at least 21 years old[[6]](#footnote-6) and must have held your licence for at least two years. As long as it is printed in English, your domestic driving licence is acceptable. You should also carry a copy of the information page of your passport, proof of insurance and the vehicle’s registration document.

Third Party Insurance is the minimum coverage that the law states you must have in order to drive your vehicle on the roads of Barbados. This covers you for damages you may cause to someone else if your vehicle is involved in an accident. It includes:

* Damage to property (e.g. other vehicles; buildings; walls; gates; fences; etc.)
* Injury or death resulting from an accident for which you are at fault (e.g. passengers in the other vehicle; passengers in your vehicle; pedestrians; etc.

In addition to the above, Comprehensive Insurance will also cover you for the damages to your vehicle resulting from an accident, fire, theft, malicious damage, flood, etc.

**All hire cars must have fully comprehensive insurance.**

You may receive a ticket form the police if you contravene any traffic regulation. The imposed fines can be paid at any police station in Barbados. Sometimes you might be asked for cash, but this is not legal and you should insist on being given the ticket.

Driving is on the left with overtaking on the right. You should be cautious when turning, considering who has the right of way. Be aware that cars - especially taxis, may stop suddenly and without indication.

Most parking is unregulated and finding a space in the cities can be very difficult. It is safer to utilise a municipal garage with paid parking. If you have parked inconsiderately and are causing an obstruction or have outstayed your welcome, you will be ticketed and may be towed.

While legislation was introduced in the House of Assembly in 2017 which would make the improper use of ‘Disabled Persons’ parking spots a ticketable offence with a fixed penalty of $500, there are currently no legal provisions to deal with parking designated for the disabled and/or sanctions for breaches. However, some government offices and private sector entities have allotted parking spaces for persons with disabilities or those transporting them.

You should not stop for hitchhikers or anyone who seems to be in trouble as it could be a trap. Contact the authorities with as many details as soon as you are able.

While there are no specific regulations for towing a vehicle or trailer, you should make sure that any attachment is secure, and that other drivers are aware of your actions.

1. Demonstrations:

Avoid getting caught up in any demonstration. You should make it a habit to monitor local news media to remain informed of local events.

Prior to setting out, you should ensure that you are aware of alternate routes to your destination. If a road is reported closed, do not take chances but rather re-route or postpone your travel.

1. Maritime Safety:

**Not all of Barbados’ beaches are patrolled by lifeguards**. It is always advisable to stay within your depth when swimming anywhere on the island. **The east coast of the island is bound by the Atlantic Ocean and is extremely dangerous for swimming as the sea there is unpredictable with strong undercurrents and large waves**. The west and south coasts of the island are generally calmer waters for safe swimming. Some beaches will be flagged to indicate dangerous currents. **Yellow means proceed with caution and red is a strong warning that you should stay out of the sea**.

As some coastal areas do not fully meet the established standards for water quality, you should check with the Environmental Protection Department regarding beaches that are safe for bathing.

1. General Conduct of Personnel in Barbados:

AII RC Personnel are bound by the Code of Conduct and the Fundamental Principles of the Red Cross and Red Crescent, 24 hours a day, 7 days a week, with no exceptions.

In order to act in a coherent manner within the given environment, personnel must understand and respect the local culture and traditions. It is everyone’s duty to be informed about and to adapt to the society in which he/she lives and works. Adaptation requires common sense and respect for local sensitivities and determines the way we are perceived, i.e. our institutional image.

There is no other specific curfew in force for Federation personnel in Barbados under normal conditions. Should it become necessary for this to be done, all personnel will be expected to strictly observe an such limitations.

1. Other/Additional Points:

**The consumption of alcohol is not permitted when driving Federation or rented vehicles.**

While, illegal narcotic substances (Drugs) are available in Barbados, possession of marijuana (also called herb, weed, ganja), cocaine (coke), crack, or any "Hard" drug is illegal and brings stiff fines and imprisonment.

**Consumption of these illegal substances is strictly prohibited by the Code of Conduct.**

**3.5 Relationships:**

Under no circumstances is there to be sexual relations/contact of any kind between Federation personnel and those who look to the Federation for protection or assistance. This includes beneficiaries, children, and vulnerable local people. Sexual relations/contact with commercial sex workers is also strictly forbidden. Any breach of these rules may result in summary dismissal, or even criminal prosecution.

Intimate relationships between delegates and local persons are strongly discouraged. This guidance includes locally employed staff.

**3.6 Curfew and Area Restriction**

No curfew is in place in Barbados at this time nor has one been issued in the Nation’s history. However, should any curfew be enforced, the limitations of these must be strictly respected by all IFRC personnel and their dependents. Notifications of curfews or any state of emergency are issued officially by the Barbadian Government Authorities and communicated through the mainstream media.

**3.7 Personal Documents:**

Delegates must carry their Federation ID card and a photocopy of their passport and visa at all times.

A Federation badge must be worn during all field activities, and when representing the Federation. If you do not have one, please request one from the CADRIM office.

Your original passport should be secured at your home/at the RC office or in the hotel in which you are staying.

Do not carry/store all of your valuables/necessary documents in one bag/place. Keep small change in a separate, easily accessible location.

Separate your house keys from those of the IFRC CADRIM office. You should also separate all keys from your wallet since, if stolen together, a break‐in at your residence/office is more likely.

**3.8 Confidentiality – Per: How to Keep Information Safge**

**“Restricted and Highly Restricted Information”** means all non-public information concerning the Federation and other members of the Movement. It includes personal information about staff or beneficiaries, business information of any kind, financial or accounting information, technical material, donor and sponsor information, research and development material, operational and policy information, HR information, IT programs and related information, and intellectual property relating to the Movement*.*

RC Personnel are personally responsible for the confidential and/or sensitive documents (whether paper or electronic) in their possession or used in the course of their work. Documents of a sensitive nature are to be kept in a secure location (locked cabinet, safe, etc.) at all times and must not be left open in the office.

Personal computers, laptops, servers, external hard-drives or USB flash-drives that may contain documents of a restricted, confidential or sensitive nature must be password protected. These devices must themselves be secured whenever they are not in use. In additional RC Personnel are:

1. Not to disclose Confidential Information to anyone outside the Federation, except as necessary in the proper course of your employment.
2. Not to use Confidential Information for personal gain.
3. To agree that any documentation (written or electronic) created or used containing Confidential Information during their employment will be the property of the Federation.
4. Deliver any such documentation to the Federation whenever requested by the Federation, and in any case immediately upon the end of your employment.

**These obligations continue after the end of employment with the Federation.**

**3.9 Personal Privacy**

The privacy of staff is to be ensured by those entrusted to handle their personal information. Documents that hold personal information regarding staff members are confidential. In particular, telephone numbers and the residential addresses of delegates and national staff (both locally and abroad) are not to be shared with any third party without the explicit permission of that staff member or the permission of the CO, CADRIM/most senior IFRC Officer on site along with the knowledge of the involved staff member.

In cases where the authorities request details of a staff member in relation to an investigation, the enquiring officer is to be referred to the CO, CADRIM or the Head of the Cluster Office in Port of Spain.

**3.10 Cameras:**

Use of cameras must be approved by the CO, CADRIM or the Head of the Cluster Office in Port of Spain. Never take pictures of military, police or security people. Always ask before taking pictures of persons or areas, even for professional purposes. If in doubt, DO NOT TAKE PICTURES AND PUT AWAY YOUR CAMERA.

**3.11 Information / Media**

RC Personnel are not to discuss operational activities with the media unless specifically authorised to do so by the, CADRIM Coordinator or Head, Cluster Office – Port of Spain.

**4. TRAVEL / MOVEMENT CONTROL**

**4.1 International Travel**

Staff intending to travel internationally on official business are required to do the following, prior to their departure:

1. Inform the receiving delegation (provided there is a delegation in-country) and/or NS of their intended travel;
2. Obtain and read the receiving delegation/NS’s security briefing/welcome pack;
3. Obtain details (i.e. name & phone number) of who will meet them on arrival at the point of entry, or details of the recommended form of in-country commercial transport to be used (e.g. a named taxi operator) in order to reach the accommodation or final destination;
4. Obtain emergency contact details for the delegation/NS, and
5. Obtain the name and address and phone number of the hotel or final destination.

**4.2 Internal Movement / Field Trips**

All field trips are to correspond to an operational goal, and must be authorised by the CADRIM Coordinator or Head, Cluster Office in Port of Spain as well as the Barbados Red Cross.

All drivers must carry their driving licence, proof of insurance and vehicle registration. You should also carry a copy of your passport’s information page and visa (if pertinent).

As far as possible, travel outside of city limits, both official and private, should be conducted during daylight. During times when the security rating is ‘White Phase”, field trips should be planned so that all Federation vehicles and personnel are in a base/safe area a minimum three (3) hours after nightfall. Should the security rating deteriorate, times for the ‘return to base’ of all Federation vehicles and personnel must be revisited on a ‘case by case’ basis.

**The Federation is prohibited from using armed escorts.**

Public transportation should be **used with caution** as some buses and taxis may not be in optimum working condition.

Hotels can arrange for transportation. Although this is usually more expensive**, it is much safer than flagging down a taxi in the streets**. If you must flag a taxi, fix the fare before boarding the car, and ensure that you will be the only passenger(s).

In any case, you should **make someone aware of your destination, estimated time of arrival and the vehicle’s licence plate number**. Also, make sure the taxi driver is aware that you are being expected and that the licence plate was transmitted.

**Internal travel by air**

Be aware that some domestic aircraft operate under Visual Flight Rules (VFR), which require a pilot to be able to see outside the cockpit to control the aircraft's altitude, navigate, and avoid obstacles and other aircraft. This means operating within specific requirements including minimum visibility, and distance from clouds. Thus, such flights may be subject to delays caused by the weather.

**4.3 Motor Vehicles**

All Federation vehicles must be clearly identified with the International Federation’s logo.

**The standard speed limits within the country must be respected by all IFRC personnel. These limits are:**

**20 miles/32 kilometres per hour in the city  
37 miles/60 kilometres per hour on country roads  
50 miles/80 kilometres per hour on highways**

**4.4 Use of Federation Vehicles**

Only Federation authorized and tested drivers can operate an IFRC vehicle.

Safety belts must be used at **all times**, including in back seats when there are available belts.

Drivers are not to use communications equipment, including mobile phones, whilst driving a vehicle.

Drivers of Red Cross vehicles [[7]](#footnote-7)and those on official CADRIM duties are responsible for reporting all their vehicle movement outside the town areas to the the National Society (Barbados Red Cross) and Head of Cluster – Port of Spain. The local speed limits and traffic regulations must be respected.

**4.5 Restrictions**

The following general restrictions apply to vehicles undertaking field trips:

1. All Red Cross vehicles must be clearly marked with the Barbados Red Cross logo ONLY, (sticklers clearly visible/clean).[[8]](#footnote-8)
2. Authorization to remove the stickers from Barbados Red Cross vehicles can only be given by the National Society.
3. Passengers other than RC employees may not be carried in Federation vehicles without the consent of the Head of the Cluster Office (Port of Spain) and the Barbados Red Cross
4. Passengers other than RC personnel must be required to sign a waiver before travelling in Federation vehicles.
5. No weapons to be carried in Federation vehicles at any time under any circumstances.
6. Movement vehicles are not to travel in convoy with military and police vehicles.

**4.6 Movement Control [[9]](#footnote-9)– Notification Process**

All official travel outside Bridgetown requires the approval from CADRIM.

***The Delegation Field Trip approval procedures in place:***

* ***The Field Trip Request Form is to be completed and signed by CO, CADRIM and submitted through Head, Cluster Office – Port of Spain to* Fleet Coordinator (Americas Regional Office) *48 hours/ 2 days (maximum 72 and minimum 24 hours) prior to the Field Trip occurring.***
* ***Request form is to be vetted by Security Delegate/Focal Point***
* ***Request is to be approved by ARO Director or Deputy Director.***

***The Delegation Movement Tracking system in place:***

* ***Operations, delegation, department, heads and/or designated representatives will always monitor movement. In times of emergencies a dedicated radio room will be set up by IT, an administration, fleet officer and/or duty officer will be informed and monitoring arrivals and departures;***
* ***Movement Leads will always report: vehicles used, passengers, contact details, planned route, all departure information, reporting points (if there are any), stopovers, deviations and arrival at destination;***
* ***Means of communications to be used are Cellular Phone (Primary) and (Land Line) alternate. Other Means of Communications authorized are WhatsApp and Skype.***

**4.7 Field Trip Security**

**General Rules:**

1. Area Restrictions:

Currently, there are no HIGH Security Warning Levels in Barbados.

Many reports indicate that at night, St. Lawrence Gap - a restaurant/bar/nightclub strip, tends to attract hustlers who may offer you illegal drugs and beggars who may pester you for money. Some areas of The Gap are not well lit at night. Also, some taxi drivers can be aggressive and overcharge you.

In recent years visitors have been advised that overall crime levels have been increasing including warnings by the US government about an increase in the number of robberies involving firearms, and violence directed against local businesses, as well as muggings after dark in Hastings. The OSAC 2017 Crime and Safety Report for Barbados and Grenada noted that in 2016, Barbados had 1605 drug-related crimes, 1029 residential burglaries, and 105 vehicle thefts, 186 robberies, 182 sexual assaults, 55 shootings, 22 murders, and 12 kidnappings. The December 2017 UK and the Canadian government country information on Barbados both warn that although visits are generally trouble free, tourists are most likely to be victims of petty crime and crimes of opportunity .

Restricted areas in Barbados[[10]](#footnote-10), are: c: Crab Hill, St. Lucy and The Ivy, and St. Michael, and to avoid Nelson Street, Wellington Street, and Jolly Rogers Cruises at night. It has also advised them to exercise extreme caution in New Orleans, Deacons, Black Rock, Pine, Carrington Village, and Green Fields.

1. Overnight Locations for Long Journeys:

All overnight locations for long journeys should be previously coordinated and approved. Whenever this is not possible/feasible (Times of emergency / crisis), all overnight locations should be called in to the appropriate officer monitoring the movement.

1. Phone Check-ins:

Movement Leads will report as a minimum: Start of movement, key progress (rest) points / areas reached, stopovers, deviations, overnight locations, breakdowns, accidents and arrivals at destination.

Whenever a movement takes place, phone check-ins will include as a minimum the following information: license plate number of and identification of vehicles used, passengers, contact details, planned route, all departure information, reporting points (all), stopovers, deviations and arrival at destination.

**4.8 Motorcycles**

IFRC personnel are not to ride or travel on motorcycles at any time while on mission.

**4.9 Rented vehicles**

All rented vehicles, including delegates privately rented vehicles, must comply to standards set for all IFRC vehicles, i.e. to be mechanically sound and road-worthy as set forth in Fleet Manual.

**4.10 Accidents**

In case a Red Cross vehicle is involved in an accident the following procedures are to be followed:

1. Ensure that further accidents at the scene are prevented
2. Assist the injured, if any.
3. Call the Barbados Red Cross and Cluster Office (Port of Spain) and give position and character of the accident (who, when, where, what, future intentions/needs).
4. Contact, if possible, the nearest police station (try to get a police report of the accident for insurance purpose).
5. Do not admit responsibility and do not sign any paper.
6. No agreement to pay any compensation is to be entered into without consultation with legal and security.
7. The fleet manager / POC in Panama is to be notified immediately (phone no: +507-6676-7064 radio call sign: Fleet POC)
8. A statement of the accident **must** be recorded and submitted to the Fleet Manager within 24 hours of the accident. An information copy is to be forwarded to the security Focal Point also within 24 hours of the accident.
9. If the vehicle has to be abandoned, take off the antennas, radios, flag and if possible remove the stickers.

**4.11 Boat Regulations –**

1. Within the Cluster Office and CADRIM, the final authorization rests with the Coordinator CADRIM, the most Senior IFRC Officer on site, or Head, Cluster Office (Port of Spain) or Director, ARO.
2. All Service Providers should be properly vetted by security for safety and security compliance.
3. Authorized service providers will be determined by the Americas Regional Logistics Office and/or authorized contracting officer.
4. ALL Safety and Security equipment required on board, including communications equipment will be strictly adhered to prior to IFRC RC/RC use.
5. Safety Equipment (such as life vests and flotation equipment) will be worn by staff at all times.
6. Properly Certified boat captains and staff will always be used.
7. Proper maritime and riverine regulations, protocols and procedures will be strictly adhered to.

For further details please see “Stay safe – The International Federation’s guide to a safer mission, pages 68 – 69.

**4.12 Rotary Wing (Helicopter) Regulations.**

1. Within the Head of the Cluster Office (Port of Spain) and CADRIM the final authorization for rotary wing (helicopter) usage rests with CO CADRIM, the most Senior IFRC Officer on site, or Head of the Cluster Office (Port of Spain) or Director, ARO
2. All Rotary Wing (Helicopter) Service Providers should be properly vetted through the National Civil Air Service (Office) and security for safety and security compliance.
3. Authorized service providers will be determined by the Americas Regional Logistics Office and/or authorized contracting officer.
4. ALL Safety and Security equipment required on board, including communications equipment will be strictly adhered to prior to IFRC RC/RC use.
5. Safety Equipment (such as life vests, oxygen systems (whenever required), proper seat belts and flotation equipment) will be worn by staff at all times.
6. Properly certified pilots, co-pilots and staff will always be used.
7. Proper International Airline Regulations (OACI) and National Civil Air regulations, protocols and procedures will be strictly adhered to at all times.

For further details please see “Stay safe – The International Federation’s guide to a safer mission, pages 66 – 68.

**4.13 Fixed Wing Aircraft Regulations.**

1. Within CADRIM the final authorization rests with the CADRIM Coordinator, the most Senior IFRC Officer on site, or Head of the Cluster Office (Port of Spain) or Director, ARO .
2. All Rotary Wing (Helicopter) Service Providers should be properly vetted through the National Civil Air Service (Office) and security for safety and security compliance.
3. Authorized service providers will be determined by the Americas Regional Logistics Office and/or authorized contracting officer.
4. ALL Safety and Security equipment required on board, including communications equipment will be strictly adhered to prior to IFRC RC/RC use.
5. Safety Equipment (such as life vests, oxygen systems (whenever required), proper seat belts and flotation equipment) will be worn by staff at all times.
6. Properly certified pilots, co-pilots and staff will always be used.
7. Proper International Civil Aviation Organization Regulations (ICAO) and Barbados Civil Aviation Department regulations, protocols and procedures will be strictly adhered to at all times.

For further details please see “Stay safe – The International Federation’s guide to a safer mission, pages 66 – 68.

**5. COMMUNICATIONS**

**5.1 Communication Means**

At least one form of communications means is to be carried and RC personnel must be reachable at all times.

1. Means of communication available within CADRIM:
   1. Primary: CADRIM Personnel(self-provided) provided Cellular Phone (with Messager, Skype and WhatsApp)
   2. Alternate: Broad Band/Land Line Communications.
   3. Second Alternate: Satellite Communications.
   4. Emergency/Field Operations: VHF (Multiband) Radio. Telecommunications using existing radio rooms (24 hours of operation).
   5. Vehicles/Messenger: Absolutely final (last resort) means of communications.
2. Primary and secondary means of communications for field movements are:
   1. Primary:. CADRIM (self-provided) Cell Phone Communications.
   2. Secondary: VHF (Multiband) Radio Communications Alternate: Satellite Communications.
3. Other related means of communication utilized by the CADRIM are:
   1. WhatsApp Messenger for fast and direct (punctual) communications.
   2. Cell Message Service (Messenger), also for fast and direct (punctual) communications
   3. Skype and Skype for Business – All other corporate and direct communications, Meetings, teleconferences, etc.

**INTERNATIONAL CALLS**

Barbados Country Code: +1-246

To call the Head, Cluster Officer (Port of Spain), you would need to dial:

+1-868

Further details are available in “Stay safe – The International Federation’s guide to a safer mission, pages 121 – 134.

**6. OFFICES, RESIDENTIAL AND SITE SECURITY**

**6.1 Office Security**

**Office Information:**

**Office Address:** Barbados Red Cross, Warrens, St. Michael, Barbados

**Office Phones:** +1.246.417.2727/417.1530

**Office Fax:** +1.246.417.1540

**Office Hours:** Monday through Friday – 0830 to 1630 HRS.

Weekends and Holidays – Closed unless disaster, crisis or emergency.

Personnel are to ensure that:

1. offices are not to be left open and unattended, all staff **are to ensure** that their office doors are closed and locked even when you leave it for short periods.
2. valuable items and money are not to be left in offices, even if doors are locked.
3. confidential documents / material is to be properly secured.
4. ID cards are to be used and visible, by **all persons** having access to the office.

Related Rules and Procedures:

1. Access control measures:
   1. Alarm system – CADRIM has an access control system (code to enter CADRIM section of the Barbados Red Cross building) which is in place 24 hours a day (including weekends and holidays). However, there is not an alarm system is place.
      1. The CADRIM Coordinator/the ranking IFRC officer on site is responsible for taking a head count at gathering points, and checking for possible injuries immediately following an alarm, evacuation and possible fire-fighting activities.
2. Office hours/after-hours rules:
   1. Non-Emergency Office Hours: Monday to Friday - 0830 HRS to 1630 HRS.
   2. Non-Emergency Extended Office Hours: Monday to Friday - 0800 HRS to 1730 HRS.
3. Procedure for visitors: e.g. to be registered with reception (CADRIM Admin/Finance Assistant), to be issued a visitors ID;
4. Key control system, alarm code and access code system is carefully maintained (and coordinated) by the CADRIM Office in coordination with the Barbados Red Cross (as per the IFRC-Barbados Red Cross Rental Agreement) – Key Control Warden: Chamara Hollingsworth: +1.246.237.2920

For further details see “Stay safe – The International Federation’s guide to a safer mission, pages 77 – 89.

**6.2 Residential Security**

1. Federation Residences:

RC personnel may only reside in Federation allocated accommodation that has been approved by the senior Cluster manager following a security assessment.

1. Hotels and Accommodation:
   1. Several international hotels are present in Barbados. Avoid compromising your security for a cheaper – and likely less safe – place to stay.
   2. Just as in residential security, when staying overnight in a high-rise building it is recommended to request accommodations in floor 2‐7 (max 7 floors above the pool deck or garage) and try to avoid a higher floor. Fire is a hazard in Barbados and the Barbados Fire Department is not equipped for high floor rescues.
   3. Please secure ALL your valuables and documents in the room/hotel safety deposit boxes.
   4. Carry a copy of your passport instead of the original document.
2. Fire-fighting and basic first aid equipment must be installed and available in all temporary lodging facilities provided by/to RCRC personnel.
3. For further related security and safety provisions, please refer to the ARO residential, administrative and current security policies, procedures and updates.

**6.3 Site/Warehouse Security**

Should it become necessary to utilize/establish an IFRC-run facility (aside from that of CADRIM), the following measures must be implemented:

1. ALL IFRC Access control measures including alarm systems (and/or guards, if indicated by a threat assessment);
2. Fire-fighting and first aid equipment installed, operational and available;
3. Key control system; and
4. Any other related provisions as may be dictated by the particular situation.

For further details see “Stay safe – The International Federation’s guide to a safer mission, pages 100 – 101.

**6.4 Cash Security**

Since physical security focuses the proper maintenance and control of assets, it includes cash security as one aspect of which all organizations should be mindful. Strong internal controls must be implemented to safeguard the organization’s resources and to protect employees from misguided accusations or charges of mishandling of funds. Thus, the following guidelines must be followed with regard to any and all IFRC cash assets.

**All cash is to be held in a lockable container and the level of cash outstanding at any time kept to a minimum.**

1. All responsibilities in the cash handling process must be clearly defined and documented.
2. Duties must be clearly segregated as this minimizes the possibility of employees concealing errors or irregularities and ensures that assets are trackable to specific cash handlers. The following Policies and Guidelines govern the management of IFRC financial assets and must be followed at all times – ARO Financial and Administrative Policies; IFRC Finance, IFRC Administrative Policies, Procedures; and IFRC Minimum Security Requirements (MSR).
3. In accordance with MSR, Senior field managers are to implement clear rules on finance security management, covering storage, cash transport, payments and disbursements, in accordance with financial procedures. Thus, the responsibility for finance security falls to the CO CADRIM.
4. All cash is to be held in a lockable container and the level of cash outstanding at any time kept to a minimum.
5. Holdings in excess of CHF 600 (USD 500) are to be held in a safe. If operated by a key then the custodian of the safe shall be the senior IFRC officer on site. Another key should be held off-site by President of the Barbados Red Cross (who has financial oversight of CADRIM finances) or his/her designated representative.
6. It is not recommended for the safe to have a combination lock. However, for safes with combination locks, the opening code is to be put inside an envelope with a signature across the envelope seal. The envelope is to be marked as being the property of the Delegation/Office and held off-site, **but not in the same place as the second key**. No other recording of the combination code is to be made.

Cash Transport:

1. As a general rule of thumb, funds for Federation Offices and personnel are to be transferred by the Secretariat's Finance Department to the bank where the Americas Regional Office has its account(s). The movement of funds within a country and/or a region should also be transferred by and to banks. In these cases, funds should not to be hand-carried by Federation staff or delegates.
2. The transport of cash by Federation employees is therefore an exception to the paragraph above and is to be done only in exceptional circumstances ONLY. For Example: a critical and immediate need of funds or local banking problem and with approval of the CO, CADRIM or Head, Cluster Office (Port of Spain).
3. If such a circumstance should arise, no IFRC staff member is allowed to transport more than USD 5,000 (or equivalent) from one location to another.
4. In such a situation, every IFRC staff member and delegate carrying between USD 2,500 and USD 5,000 (or equivalent) MUST advise the Insurance Officer in the administration department, GVA at least 24 hours before departure for insurance reasons.
5. Whenever cashing checks or soliciting cash form an institution or transporting cash from point to point, the IFRC representative will comply with the following:
   * 1. NEVER take the SAME route to the banking institution.
     2. Alternate banking institutions whenever possible. If there are only one or two banks in country, be unpredictable (never at the same time, at the same day of the week or with the same vehicle).
     3. Do not show, count, present or flash money outside the financial or the CADRIM/Barbados Red Cross Office. Cash should always be transported in a secure (locked) cash receptacle, inside a manila envelope (avoiding undue attention due to packaging).

**7. MEDICAL**

**7.1 Medical Emergencies**

In all cases of Medical emergency immediately contact/Inform:

Hanelle Hagman - +41 79 217 33 19

***Details of Medical Evacuations procedures are available on Fednet under HR/Health. Where there are different arrangements for different parts of the operation then these should be specified.***

***The Medevac Plan is attached as an Annex to the Security Regulations.***

I**n case of any health emergency, be it hospitalization or evacuation, the Head, Cluster Office (Port of Spain) must be immediately informed, and will in turn contact the Health Officer in Geneva**. If the HR Health Officer is unreachable, one of the Secretariat Security Unit’s mobile numbers must be contacted:

* HR Health Officer Hannele Hagman +41 79 217 33 19
* Secretariat Security Unit, Mobile +41 792173371, +41 79251 8015, +41 793089842

**Next of kin will be contacted by the CO CADRIM or the Head of the Cluster Office in Port of Spain.**

1. Insurance:

a. All personnel are to ensure that health allowance [[11]](#footnote-11)provided monthly to National Staff to acquire their insurance covers:

* sickness
* accident
* plane risk
* luggage/personal effects
* medical repatriation/evacuation.

1. CADRIM is encouraged to provide confidential health information to the Head, Cluster Office (Port of Spain) on any health problems, which may require special attention.
2. All CADRIM/CCST Port of Spain personnel (based in Barbados) must ensure that all necessary vaccinations have been obtained and that they are up to date.
3. Medical Emergencies:
   1. All CADRIM/CCST Port of Spain personnel (based in Barbados) are encouraged to seek medical advice in case of any health problems.
   2. All CADRIM/CCST Port of Spain personnel (based in Barbados) should carry first aid kits and regularly update their knowledge of First Aid.
4. Queen Elizabeth Hospital in Bridgetown is equipped with intensive care units, however most other communities have lesser services, facilities and/clinics. Recommended hospitals are:
   * **Queen Elizabeth Hospital**

Martindales Rd, Bridgetown, BarbadosBarbados

Tel: +1 246-436-6450

Website: [www.qehconnect.com](http://www.qehconnect.com)

* + **Bayview Hospital**

Bridgetown

Barbados

+1 246-436-5446

Website: [www.bayviewhospital.com.bb](http://www.bayviewhospital.com.bb)

1. Private hospitals and clinics usually require a Guarantee of Payment (GOP) letter before attending a patient. They usually accept local and international credit and debit cards. If the hospital does not have a Direct payment agreement with the staff member’s insurance company / SOS assistance company, a credit/debit card will be necessary.
2. Ambulance service can be accessed/provided by:

AMBULANCE SERVICE: Island Care Ambulance Service (Private)**: +1-246-435-9425**

AMBULANCE SERVICE (Public): **511** or **+1-246-436-6450 ext 6497**

1. Have a credit card with a high available credit limit (> 2,000 USD) in case you need to go to a private hospital.
2. Health issues like Dengue Fever, Chikungunya and Zika exist in some parts of Barbados. As these are all carried by mosquitoes. You are advised to cover up and use insect repellent.
3. While Barbados is one of the countries in the Caribbean closest to achieving control of its HIV epidemic and is currently being validated by the Pan American Health Organization for eliminating mother-to-child transmission of HIV, care must still be taken to avoid contracting the virus.
4. Medical Hospitalization Plan:

In case of severe illness or injury, CADRIM/CCST (Port of Spain) Personnel based in Barbados and visiting IFRC personnel should be admitted as soon as possible to one of the above-mentioned Hospitals and follow these steps:

* Ill or injured IFRC personnel must contact the CO CADRIM/senior IFRC staff member in country or DG, BdsRC and ask for help in the case she/he cannot drive or take a taxi to the doctor or hospital.
* The CO CADRIM/senior IFRC staff member in country/DG, BdsRC should provide a personal assistant to the ill or injured IFRC personnel.
* If in need of cash advance, the Regional emergency cash should be used for that.
* If the illness or injury takes place on mission in third country, inform the CO CADRIM/Head, Cluster Office (Port of Spain) immediately and contact the DG of the host NS for their assistance.
* If the condition of the CADRIM/CCST Port of Spain personnel (based in Barbados) or visiting IFRC personnel is severe and does not allow for road transport, the Head, Cluster Office (Port of Spain) can authorize an air-evacuation.
* The Head, Cluster Office (Port of Spain) or his/her designate will inform the HR Health Officer and/or the Duty Officer at the Federation Secretariat in Geneva according to the Security Regulations and will also provide the name and contact telephone number of the treating physician (once available).
* It is the responsibility of the HR Health Officer, to inform the IFRC personnel/delegate's National Society of IFRC personnel/delegate’s condition. The NS will then contact the next of kin and the insurance company.
* The CO CADRIM and Head, Cluster Office (Port of Spain) or his/her designate will be the points of contact for HR Health Officer for any update on the IFRC personnel/delegate's health status until his/her discharge from hospital or evacuation.
* Regardless of the type of "evacuation", all points outlined in this regulation apply in all cases.

1. Local arrangements for IFRC personnel/delegates going to a third country for laboratory tests or medical check­up are **not to be considered medical evacuations unless the treating physician has ordered/recommended it, and there is a character of urgency to it**.
2. The doctor at the hospital will advise if the IFRC personnel/delegate requires a medical evacuation. This information will be forwarded **via the HR Health Officer**, to the delegate's insurance company who will liaise directly with the treating physician for the co-ordination of the evacuation.
3. Emergency medical evacuation can take place within the same country, to a neighboring country offering more sophisticated health services or to the IFRC personnel/delegate's home country. It is determined by the severity of the health situation requiring immediate professional health care of a type and quality not locally available.
4. Medical evacuation/repatriation can be implemented as soon as:

* The need is confirmed following medical consultation and is put in writing by the treating physician; and you have received the agreement of the insurance company.
* In cases of serious illness or injuries, where the life of the IFRC personnel/delegate is in imminent danger the Country Representative, after getting written confirmation by a qualified medical doctor, can authorize the charter of a special aircraft to the nearest location for adequate medical treatment.
* The HR Health Officer in Geneva will immediately be informed by the Director of Region or designate on any health emergency. International SOS to be contacted directly by the Country Representative or designate person if it concerns Local/National staff on mission, workshop/training etc. outside their home country or/and any Federation contracted delegate/family members.
* The HR Health Officer is responsible for ensuring immediate and round-the-clock communication between the delegation, the contracting National Society and in the case of Federation-contracted delegates - the insurance company.

Before contacting the air-ambulance service makes sure you have the following details ready:

* An evacuation point (patient's location) and destination (target medical facility – country, city, town)
* Name, age/DoB, sex and nationality of the patient
* Reasons for requesting evacuation (severe illness, accident)
* Details on patient's condition. If patient is already in hospital give physician's name and contact number.
* In case of medical evacuation from the field, be aware of the time required for the patient to reach the airstrip. (This information is required if the flying time of the air-ambulance is shorter than the road transport time to reach the airstrip).
* Make sure you have patient's passport, visa(s), vaccination card and insurance card ready.
* In the case of the death of IFRC personnel/delegate or their relative’s death Barbados or while on mission, CADRIM and BdsRC support will be required to facilitate the expatriation of the body. Head, Cluster Office (Port of Spain) or his/her designate must inform the relevant embassy/consulate of the death. (IFRC-negotiated SOS insurance needs to be informed as they arrange the repatriation.)

1. In non-life-threatening situations, medical repatriation to the IFRC personnel/delegate's home country is to be carried out with a commercial carrier.

r) Recommended Emergency numbers are:

Ambulance Service - 511  
Fire Service - 311  
Police Service - 211

Department of Emergency Management  
30 Warrens Industrial Park, Warrens

St. Michael, Barbados

Telephone (246) 438-7575

Fax: (246) 421-8612

Business & Professional Women’s Club of Barbados (BPW) Crisis Centre (24-Hour Hotline Service to victims of domestic violence, human trafficking, sexual assault and other forms of gender-based violence)

246 435 8222 – (o)

246-836-5071/246-836-5070 - (c)

Email: bpwcrisiscentre@gmail.com.

**Coast Guard**536 2500

536 2083 – Medical Emergencies

**Barbados Defence Force**

536 2800

**7.1 Medical Evacuation (SEE Annex C)**

**7.2 First Aid *and* First Aid kits.**

* A First Aid kit is located in CADRIM, fixed to the wall close to the bathrooms.

First Aid training for IFRC Personnel will be organised on an annual basis through the Barbados Red Cross. The CO CADRIM will be responsible for arranging the training.

**7.3**       **Post Exposure Prophylactic (PEP)**

The Americas Regional Office in Panama, has provided a PEP Kit to CADRIM office exclusively, for its personnel based in Barbados as necessary.

The PEP Kit will be administered by a Medical Professional (Doctor or authorized PA or trained ER Nurse) in the nearest hospital. If for any reason, there are not authorized physicians or medical personnel available, the Ho CSST will call the Health Unit in Geneva and International SOS so that a designated doctor can administer it.

Near the CADRIM office, it is located a medical unit called Warrens Health Care, which will be the first focal point for support CADRIM office in the administration of the PEP kit.

Also, in the Queen Elizabeth Hospital a rapid treatment like PEP, is provided in this kind of cases.

***The PEP kit should only be used by either a doctor or trained emergency room nurse. Specify where the KIT is located and those personnel who are authorised to use them with contact details.***

PEP Kits will be kept in a COOL, DRY and LOCKED area in the identified work Station, thus maintaining the proper Chain of Custody of the same.

Strict Chain of Custody IAW Health and Security Regulations WILL be followed.

* + 1. **CONTINGENCY PLANNING**

The Barbados Fire Service has six strategically-located stations across the island they are: Arch Hall Station, St. Thomas, St. James Station at Weston, St. John Station at Four Roads, Worthing Station, Christ Church, the Airport Station at the Grantley Adams International Airport, Christ Church and Headquarters Station at Probyn Street, Bridgetown, St. Michael.

**8.1 Fire**

Fire emergency guidelines have been developed and are posted prominently throughout the office.

1. Basic Fire Safety:
   1. First, for your own safety, only attempt to fight fires if you feel confident to do so and are not putting yourself or any other person in danger.
   2. CO CADRIM or his/her designate has the overall responsibility of the fire safety management at CADRIM.
   3. Fire-fighting and first aid equipment have been installed throughout CADRIM
   4. There are two types of fire extinguishers on the compound:
      1. 6 kg ABC-Powder – Fire extinguisher, which can be used against all types of fire (Fuel, Solid material and electrical).
      2. 8 kg CO2 fire extinguisher – Fuel and electrical fires. NOT TO BE USED ON HUMANS.
   5. EXIT-signs are in place on pillars of the building corridors for fire and earth quake/aftershocks – level 1, 2, 3, 4 and level 5.
   6. Fire extinguishers are placed in the building according to the Safety and Health at Work Act (2005).
   7. IFRC personnel are given training and instructions about their roles and tasks in case of fire on the building.
   8. In serious cases the CIMT- procedures will be implemented.
   9. In case of the fire, explosion or gas leak the CO CADRIM/most senior IFRC officer on site will order the evacuation of CADRIM to (one of) the identified evacuation points.
2. Emergency / Fire Training and Drills:
   1. The CO CADRIM is responsible for coordinating all fire-related training.
   2. All CADRIM staff should read and understand the fire safety and response instructions.
   3. Fire safety drills are to be conducted at least annually. The CO CADRIM is responsible for ensuring that this drill takes place.
   4. New staff must be exposed to fire safety information on assumption of duty.
   5. All employees must be informed about any new fire risks.
   6. The results of all drills should be used to update CADRIM’s fire safety and evacuation plans.
   7. Barbecues are not allowed within 20 metres from buildings or vehicles and 100 metres from fuel containers.
   8. All staff are to familiarize themselves with CADRIM’s Response and Contingency Plans.

**8.2 Relocation Plan**

A Relocation Plan for the CADRIM is held at the Cluster Office in Port of Spain, with copies distributed to Security Focal Point at the IFRC Americas Regional Office and Director General of the Barbados Red Cross.

ALL CADRIM/CCST Port of Spain staff (based in Barbados) are to be familiar with the Relocation Plan.

**9. INCIDENT REPORTING**

**CADRIM’s Incident Report Format is to be aligned with that of the Federation, detailed at CIM Annex.**

**9.1 General**

The Federation uses a broad definition for what constitutes a security incident. The definition includes but is not limited to:

* Theft, burglary and all other crimes.
* Robbery, car-jacking and all instances where weapons are used.
* Harassment or threats (all types).
* Acts of war such as shelling, mines, firing, military aggression.
* Looting.
* Vehicle collisions/accidents (always).
* Medical evacuation or relocation of delegates (always).

**The definition applies to field staff including all Federation delegates and their in-country dependants, visiting Federation staff and delegation visitors, RDRT delegates, PNS’s working under the Federation security umbrella, local staff during working hours and National Society and volunteers in course of their duty working for the Federation.**

**9.2 Reporting**

An incident involving the above mentioned personnel or Federation assets/commodities, and which results in situations/actions where the person’s physical safety, their private belongings or Federations property or commodity security is jeopardised are to be reported as a security incident. **Breaches of these security regulations and the Federation’s Code of Conduct are also classified as a security incident.** Security incidents are to be reported using the format in the Incident Reporting Annex and FedNet.

It is important to include even minor incidents or those that were narrowly avoided. If in doubt, a report on the incident is to be submitted.

****

**ACKNOWLEDGEMENT**

**OF**

**FEDERATION SECURITY RULES & REGULATIONS**

**For IFRC BARBADOS.**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I have received, read and understood the Federation Security Rules & Regulations for CADRIM Office in Warrens, St. Michael, Barbados and agree to abide by them.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_`

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Acknowledgement of risk: security in the field***

In accordance with the mandate of the International Federation of Red Cross and Red Crescent Societies (IFRC), you may be asked to work in complex political or social environments, or in countries in which you might encounter dangerous conditions. Although the degree of risk will vary from country to country, security incidents can occur in all delegations.

**Please read the information below carefully.** This document must be signed by all IFRC Staff and personnel under the IFRC security umbrella[[12]](#footnote-12) **.**

**Risks**

You may be exposed not only to the risks associated with armed conflict but also to crime, abduction, illness, natural disasters and accidents. Unfortunately, physical and psychological harm, with possibly fatal results, are part of the possible risks associated with humanitarian work.

You should also be aware that the IFRC’s policy in the event of abduction is not to pay any ransom. However, the IFRC has established Critical Incident Management (CIM) procedures and will work closely with other components of the International Red Cross and Red Crescent movement to assist in the resolution of any such event to the best of its ability.

Neither the National Society in country nor the IFRC accept any liability for any loss, injury or death sustained by IFRC personnel.

**Duty of Care and support provided by IFRC to all personnel:**

* Training on personal security including e-learning courses on the IFRC Learning Platform;
* Appropriate security briefing at the start of your mission, and during your mission if required, including country-specific security plans and emergency procedures for the delegation / sub office / team;
* Regular information on security issues, including weekly Security Unit Hot Spots updates sent via email, and access to the Security pages on FedNet containing various security support tools;
* 24/7 security advice
* Access to stress counsellors;
* Repatriation support (if required).

**Security is a personal responsibility and IFRC personnel are responsible to take adequate security measures to ensure their own personal security.**

**All IFRC personnel are required to**:

* Successfully complete the” Stay safe – IFRC Personal Security” e-learning course and familiarize themselves with the security guidelines in “Stay Safe: The International Federation’s guide to a safer mission”. Personnel with managerial responsibilities must also successfully complete the “Stay safe – IFRC Security Management” e-learning course;
* Be aware of and fully comply with the country-specific security plans and emergency procedures for the delegation / sub office / team they are working with;
* Ensure they are aware of the security context in their environment, any changes therein and report such information to their manager;
* Raise any concerns regarding the security information they have been provided with and/or security in the delegation immediately with the head of delegation.

Deliberate breach of security procedures or instructions is considered as gross misconduct. Personnel found to have breached security procedures may be subject to disciplinary action.

If you have any doubts about the risks you are prepared to accept, you should seek the support and advice of your manager. You are also entitled to ask to be repatriated at any time.

For the IFRC Staff, in the event of a serious incident, the IFRC reserves the right to communicate only with the contact persons named by the IFRC staff at the time of your engagement. It is the responsibility of the employee to update your contact information in *My*HR or relevant form as indicated by relevant delegation.

For individuals, other than IFRC Staff falling under the security umbrella of the IFRC, please provide below the contact information of the person to be contacted in case of an emergency.

Any dispute with respect to or in connection with this Acknowledgement of risk shall be exclusively and finally settled by means of arbitration, to the exclusion of national jurisdiction.

**Acknowledgement**

I confirm that I have been informed of the potential security risks associated with working with the IFRC, as well as the support I may obtain, and the security requirements identified above. I also acknowledge the risks inherent to humanitarian work.

Read and accepted, ...........................................(signed)…………………………………………… (name)

……….….………………. …………. (place) ..................................................(date)

**Emergency contact information of personnel under IFRC umbrella other than IFRC Staff:**

Name:

Relationship:

Contact Number:

Address:

Email:

ANNEX A

Key Contact Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact** | **Position** | **Office Number** | **Cell Number** | **Email** |
| Ariel Kersens | Head of Country Cluster Office *(Based in Trinidad and Tobago)* | (868) 622-4700 or (868) 628-2439 ext. 31 | (868) 722-3662 | [ariel.kersens@ifrc.org](mailto:ariel.kersens@ifrc.org) |
| Reynette Royer-Thomas | CADRIM Coordinator | (246)417-2727 or (246) 417-1530 | (246) 233-6832 | [reynette.royer@ifrc.org](mailto:reynette.royer@ifrc.org) |
| Chamara Hollingsworth | CADRIM Admin Finance Assistant | (246)417-2727 or (246) 417-1530 | (246) 237-2920 | [chamara.hollingsworth@ifrc.org](mailto:chamara.hollingsworth@ifrc.org) |
| Arlini Timal | CADRIM Technical Officer | (246)417-2727 or (246) 417-1530 | (246) 232-4972 | [arlini.timal@ifrc.org](mailto:arlini.timal@ifrc.org) |
| Jorge Zequeira | Regional Security Coordinator | (507) 317-3050 ext 369 | (507) 6949 -5546 | [Jorge.zequeira@ifrc.org](mailto:Jorge.zequeira@ifrc.org) |
| Security Unit | Manager: Lars Tangen –  Senior Security Officers:  Julian T Harris  Karl Julisson |  | +41 79 217 3371  +41 79 251 8015  +41 79 308 9842 |  |

ANNEX – B

Arrival at and Departure to and from Grantley Adams International Airport

|  |  |
| --- | --- |
| **ARRIVAL AT AIRPORT** | |
| Steps | Description |
| 1 | Before your arrival at the Grantley Adams International Airport, you should have previously ensured that that you have organized/are aware of your means of transportation from the airport to your destination/hotel. |
| 2 | Upon your arrival at the airport, once you have gone through Customs and if you are to be met by IFRC/JaRC personnel/RC-facilitated transportation, there will be a driver awaiting your arrival with a sign that has the Federation/BdsRC Logo. Please identify yourself to that driver. |
| 3 | He/she will go to fetch the vehicle to take you to your place of destination, or he/she will inform you to wait at the pickup curb for the vehicle or you can follow the driver straight to the vehicle (depending on the number of bags and how heavy these are). |
| 4 | In cases where the flight(s) are delayed, we recommend that you get in touch with one of the emergency contacts as soon as possible so that the transport agency can be contacted as necessary. |

|  |  |
| --- | --- |
| **DEPARTURE FROM AIRPORT** | |
| Steps | Description |
|  | Before your departure from the Grantley Adams International Airport, you should have   * confirmed that travel is still required. * ensured that you have organized/are aware of your means of transportation from your departure point/hotel to the airport. * ensured that you have organized/are aware of your means of transportation from the airport to your immediate destination. |
|  | Upon your arrival at the airport, once you have checked in your luggage and yourself at the check in counter you will go through Customs. Shortly thereafter you can either go to one of the airport lounges or straight to your departure gate. |
|  | In cases where the flights are delayed or cancelled, we recommend that you contact the emergency telephone number(s) as soon as possible so that your ground transportation can be rescheduled accordingly. |

ANNEX C

CADRIM Call Tree

1. Global System for Mobile Communicaitons [↑](#footnote-ref-1)
2. Code-Division Multiple Access [↑](#footnote-ref-2)
3. Code-Division Multiple Access [↑](#footnote-ref-3)
4. Source: Bureau of Diplomatic Security, United States Department of State [↑](#footnote-ref-4)
5. According to Bureau of Diplomatic Security in the United States Department of State [↑](#footnote-ref-5)
6. Some rental companies may impose a ‘young driver surcharge’ if you are under 25 years of age. [↑](#footnote-ref-6)
7. There are no IFRC vehicles in Barbados. Vehicles at the Barbados Red Cross (1) can be used by CADRIM if an official request is made by CADRIM, if necessary. [↑](#footnote-ref-7)
8. Should an IFRC vehicle be available in Barbados, the standards of the Federation (logistic) will apply. [↑](#footnote-ref-8)
9. There is no Fleet Coordinator at the Barbados Red Cross. [↑](#footnote-ref-9)
10. Based of the information given by the US Department of State in 2016 [↑](#footnote-ref-10)
11. As there is no IFRC Health Plan or group coverage, national staff must ensure that their health insurance is up to date using the health allowance issued on a monthly basis. [↑](#footnote-ref-11)
12. This shall include IFRC Staff: IFRC contracted national and international staff and seconded staff, as well as those under IFRC security umbrella: consultants of IFRC, official visitors of the IFRC, IFRC interns, IFRC volunteers, personnel of integraded Partner National Societies, family members of IFRC employees and integrated Partner National Societies. [↑](#footnote-ref-12)