



## IFRC CCST TRINIDAD & TOBAGO RELOCATION PLAN

### **SCOPE**

*This Relocation Plan is applicable to all those under IFRC security management responsibility. This includes PNS employees which fall under IFRC security management through integration or other type of formal arrangement. This includes national staff, employed consultants, volunteers, interns, family members accompanying delegates, official visitors to the delegation and any international personnel operating under the IFRC umbrella in the operational area.*

*In principle, IFRC do not relocate national staff across international borders, however will provide assistance, at IFRC expense, for in-country relocation. In general, this means national staff will be relocated to their original homes. However, it must not be assumed that national staff will want to move, and delegations must discuss with staff members well in advance in order that a list of relocation sites can be prepared at phase yellow. Contractual provisions will continue throughout the relocation process.*

*Some national staff may genuinely fear persecution and therefore request relocation. Such situations are to be treated as the exception rather than the norm. In such cases the Delegation should pursue legal instruments and national procedures available to provide asylum to people with genuine fear of persecution. Discussions with the ICRC, NS and the UN in this regard is important.*

## **1 Security levels/phases and actions.**

### **1.1 Phases**

The IFRC uses the IFRC standardised security phases used for all IFRC international operations.

#### **White Phase – 'Situation Normal'**

#### **"Situation normal: no major security concerns"**

- **Indicators/Trigger points (these are just to be used as general indicators must be adopted to your specific context)**
  - Rare incidents in the field; occasional armed and/or violent contact.
  - Passenger and goods vehicles moving more or less freely throughout the area of operations.
  - No restriction on movement by the authorities or security forces.
  - No or little indication of civil unrest.
  - Low crime rate.
- **Plan of action**

Provided the indicators above apply, no particular measures need to be taken. Security incident reports should continue to be sent to the Security Unit as applicable.



**Yellow Phase: 'Situation of Heightened Tension' / 'low intensity conflict'**

**"Working conditions allow programmes to continue: there are some security concerns – a situation of heightened security awareness is initiated"**

- **Indicators/Trigger points** (*these are just to be used as general indicators must be adopted to your specific context*)
  - Almost daily but localised incidents of crime are reported in relation with civil, political and/or organised conflict.
  - Passenger and goods vehicle services at times disrupted due to security issues.
  - Checkpoints active and heightened presence of arms carriers.
  - Increase in civil unrest, political and social conflict.
  - Increase in violent crimes.
  
- **Plan of action**
  - Provided the indicators above apply, no particular measures need to be taken.
  - The Head of CCST, in consultation with the Regional Security Coordinator and Geneva Security Unit, may consider implementing a travel restriction for visits by external personnel if the situation deteriorates.
  - Any incident is to be reported to the Head of CCST and the Security delegate/ Security Unit as soon as possible for follow up.
  - Regular security updates to be provided to the Security Unit in Geneva, Director of Region and Head of CCST.
  - Identification and stocking of hibernation location(s)

**Orange Phase: 'Emergency situation'**

**"Working conditions do not allow proper access to beneficiaries. Risk to RC/RC personnel severe. Tight security management needed. Need to reduce number of expatriates and activities."**

- **Indicators/Trigger points** (*these are just to be used as general indicators must be adopted to your specific context*)
  - Regular and widespread armed contact and security force sweepings.
  - Heightened tension throughout the country and in towns.
  - Civilian transport considerably reduced due to security concerns.
  - Checkpoints active and a heightened presence of arms carriers.
  - Expatriates restricted to major towns/key base locations without clearance to move to the field.
  - Riots, political and social breakdown.
  - Declared state of natural disaster.
  - State of emergency declared by authorities.
  - Uncontrolled violent crime against expatriates.

- **Plan of action**

Provided indicators above apply, the following measures must be taken into consideration:



- Activities may continue close to the respective offices, but the number of personnel under IFRC security management, is to be reduced to an acceptable minimum that can allow operations to continue.
- Programmes reevaluated and prioritised
- The Head of CCST, in consultation with the Regional Security Coordinator/ the Security Unit, will normally implement a travel restriction for visits by external personnel.
- No major road movements are to take place unless explicitly authorised by the authorities/security forces after submission of movement notification.
- Non-Essential expatriate staff who will be taken out of the area of operations are to remain in their respective office structures and ensure they are in touch with the Head of CCST and the Security Delegate to await further instructions.
- All personnel under IFRC security management are to carry mobile phones and essential phone numbers with them at all times.
- All personnel under IFRC security management, including designated local, staff are issued with VHF handsets.
- Depending on the location, relocation transport is to be arranged (e.g. small plane, helicopter) or an authorisation may be provided by the Head of CCST for vehicles to move, depending on the situation.
- Ensure that for the remaining personnel there is enough food reserves available (7 days stock)
- Ensure there is an appropriate communication equipment (phones, and spare batteries etc.) and that these are tested and operational.
- Steps taken to strengthen premises (e.g sandbags around walls, windows taped etc, restricted access to facilities).
- Review close down/handover procedures
- Regular security updates to be provided to the Security Unit in Geneva, Head of CCST and Regional Director.

### Red Phase 'Relocation or hibernation'

**"The security conditions do not allow work: risk to RC/RC personnel extreme."**

- **Indicators/Trigger points** (*these are just to be used as general indicators must be adopted to your specific context*)
  - Widespread armed confrontations.
  - Armed assaults against expatriates and NGO staff.
  - Government orders expatriates to withdraw
  - Diplomatic or humanitarian community evacuates.
  - Direct attack on or against RC/RC Movement.
  - Complete breakdown or law and order.
- **Plan of action**
  - Vehicle use to be minimised and personnel to remain in their respective offices/homes until further notice.
  - Thorough security checks are to be done before any road movement is authorised.
  - All road movement requires a two vehicles convoy.
  - Personnel to ensure they are in regular contact with the Head of CCST and Security Delegate, and to await further instructions.



- Expatriates under IFRC security management should have one Grab bag\* of essentials (e.g. documents, some clothes, personal computer, etc.), ready for immediate departure. This should not weigh more than 10 kgs.\*
- Regional Security Delegate will provide advise on how to proceed.
- Regular contact between delegation and Security Unit in Geneva.
- When possible, international relocation through use of air craft should be on commercial flights. All relocation options should be taken with caution, and with up-to-date information on the regional security situations for each and in close coordination with the Regional Security Delegate.
- Relocation points and means will be assessed according to the situation.
- Close down or handover procedures should be in accordance with set procedures. The Security Delegate is to provide assistance as necessary.
- If the situation does not allow for relocation, those under IFRC security management may be directed to 'hibernate' until they can be relocated or until the situation stabilizes.

## 1.2 Declaration of Phases

- The security phases may be implemented in sequential order or as the situation dictates.
- Different operational areas within the same country may have different security phases if the security situation varies in across the country.
- Yellow Phase will be declared by the Head of CCST at his/her discretion. The Regional Office and the Security Unit in Geneva must be notified of this designation.
- Orange Phase will be declared by the Head of CCST in consultation with the Regional Director and the Manager of the Security Unit in Geneva. Head of CCST will also be kept updated and informed.
- Red Phase will be declared by the Head of CCST, following authorisation of the Regional Director, after consultation with the Manager of the Security Unit in Geneva. This process is subject to time constraints.
- A return to 'normal' may be implemented by the Head of CCST with respect to Yellow or White Phases. If Orange and Red Phases have been implemented, the decision to return to a lower phase will be taken by the Regional Director and the Manager of the Security Unit Geneva. Head of CCST will also be kept updated and informed.

**The current security phase for Trinidad and Tobago is white**

### \*Grab bag to contain:

- |   |                                     |
|---|-------------------------------------|
| • Passport/ID Card                      | Driver's License                    |
| • VHF Radio + spare battery and charger | Phone + Phone List                  |
| • Medication                            | Medical records/Immunisation cards  |
| • Spare Glasses                         | Prescriptions                       |
| • Credit cards/ Cash                    | Plane Tickets                       |
| • Personal Documents                    | Laptop & other electronic equipment |
| • Other Personal items                  | Change of clothes/house keys, etc   |
| • Snacks/Drinks                         |                                     |

## 1.3 Hibernation



In some circumstances, particularly in Red and Orange Phases, the options to hibernate may be considered the preferred option by the Head of CCST acting on the advice of the Regional Security Unit in Panama and Geneva.

Hibernation involves remaining in-doors in prepared locations and waiting to see if the situation stabilises. In the case of hibernation, personnel will be directed to congregate in the following locations:

**Hibernation Locations:**

IFRC Staff's Home

In the location, the following preparations are to be undertaken:

- Hibernation location is to be reinforced as far as possible, e.g. with sandbags, blast film on windows etc as necessary.
- Communication is to be established and maintained between the CCST, Regional Office and the Security Unit in Geneva. There should also be regular contact with the Regional Security Delegate. There should be back up communication systems available.
- The hibernation location is to be clearly marked with the IFRC logo and flag unless the security situation is such that this will create an added risk.
- Food, water and fuel reserves are to be established for a minimum of 14 days.
- First aid and hygiene supplies are to be established for 14 days.

## **2 Crisis Management Group (CMG)**

*The CMG will have a central coordinating function and be convened by Head of CCST or designate when the situation so demands. The CMG will monitor developments and assist the Head of CCST with critical decisions as the situation demands.*

The CMG is composed of:

- Head of Country Cluster Support Team (Chair)
- Regional Security Focal Point (Deputy Chair)
- Senior Finance and Administration Officer
- Programme Manager, ZIKA
- Resilience Coordinator
- ICRC upon invitation if deemed needed.

## **3 Assembly Points**

*Assembly points are stage points for relocation.*

*These sites must be readily identifiable and consideration must be given to selecting sites that are secure, and large enough to accommodate many people and vehicles. In case staff are required to wait at an assembly point, consideration must also be given to ensuring radio communications, spare fuel and emergency stocks are located there.*

**Primary Assembly Point:** IFRC Office, 110 Picton Street, Port of Spain  
**Secondary Assembly Point:** Piarco International Airport

## **4 Routes to be Used for relocation**

4.1 Route to be taken to:



**Primary Assembly Point:** One Woodbrook Place -> St Claire Avenue ->Elizabeth Street -> Tragarete Road -> Picton Street

Westmooring ->

**Secondary Assembly Point:**

In case somebody is unable to move to the assembly point for any reason, s/he is to:

- Attempt to contact Head of CCST by any means possible, as soon as possible
- Not move from present location before receiving instructions from Head of CCST
- Not move from present location until the situation is deemed safe enough
- Not take unnecessary risks
- Stay with family

#### 4.2 Means of Relocation

**To Assembly and Relocation Points:**

- *By RC and own vehicles*

**Exit from Country**

- *Scheduled Commercial or chartered flights from Piarco International Airport*
- *Scheduled / Chartered Commercial vessel High Speed Ferry Service to Barbados*

*Consideration to be given to staff injured or all eg. For injured or ill staff the normal MEDEVAC procedure is to be followed (if deemed appropriate in the circumstances). For those unable to be moved the CMG will assess the situation and make a decision based on the circumstances.*

### **5 Communications / Reporting (pre, during and post relocation)**

**Pre-Relocation**

**Mob.** +1-868-461-3639

**During Relocation**

**Mob.** +1-868-461-3639

**Post Relocation**

**Mob.** +1-868-461-3639

#### **5.1 Monitoring of situation and information flows**

The Head of CCST with the support of Regional Security Coordinator is to gather information from all available sources to provide security situation updates.

#### **5.2 Liaison networking (Geneva, RO, CCST, ICRC, NS, PNS, UN, INGO's and Embassies)**

The Head of CCST, with the support of Security Coordinator, will keep in close communication with the NS, PNSs, ICRC Security contact point, UN Security unit, and other security contacts, as appropriate, for up-to-date situation monitoring. Information from Embassies regarding Hibernation/Relocation plans will be taken into consideration, **(N.B. IFRC Delegates and those under IFRC security management responsibility)**



***follow the security advice and directions from the Head of CCST. International staff are free to follow the relocation advice/orders of their respective Embassy. However, this must be done in full coordination and consultation with the Head of CCST.)***

Regular reports will be submitted to the Security Unit in Geneva, CCST and Regional Office.

## **6 Action Regarding National staff**

In principle, IFRC do not relocate national staff across international borders, however will provide assistance, at IFRC expense, for in-country relocation. In general, this means national staff will be relocated to their original homes. However, it must not be assumed that national staff will want to move, and delegations must discuss with staff members well in advance in order that a list of relocation sites can be prepared at phase yellow. Contractual provisions will continue throughout the relocation process.

Some national staff may genuinely fear persecution and therefore request relocation. Such situations are to be treated as the exception rather than the norm. In such cases the Delegation should pursue legal instruments and national procedures available to provide asylum to people with genuine fear of persecution. Discussions with the ICRC, NS and the UN in this regard is important.

## **7 Assets and Equipment to be relocated**

*Not required*

## **8 Handover of Offices and Assets**

*Advice must also be sought from finance, admin and logistics for the standard documents to use. Liaison with the National Society regarding possible handover of office, assets and stocks should also occur. A table outlining what is to happen and who is responsible should be included as an annex.*

### **Annex A**

#### **STAFF TASKS, ROLES AND RESPONSIBILITIES**

*It is imperative that all tasks required to be undertaken prior to and during relocation are identified and roles and responsibilities assigned.*

*These should be clearly defined and reviewed regularly. This list below is not exhaustive but aims to provide a start for consideration. (Some delegations may have in place a Business Continuity Plan (BCP) which already defines roles).*

<b>Tasks and Roles</b>	<b>Responsible</b>
Coordinate and Chair CMG	Head of CCST
Monitoring general situation of security developments	Head of CCST
Monitoring situation developments via; telecom system, local and international radio and TV broadcasts	Head of CCST, Senior Comms Officer
Ensure hibernation locations are adequately prepared	Head of CCST, Senior Fin Admin Officer
Logistical arrangements for the various phases of relocation	Head of CCST, Senior Fin Admin Officer
Listing of all IFRC assets to be left behind in office	Senior Fin Admin Officer



Listing of all IFRC assets to be taken with from officer	Senior Officer	Fin	Admin
Listing of all private assets to be left behind in residences	Senior Officer	Fin	Admin
Setting up of a VHF network and distribution of hand sets	CEWS Specialist		TTRC staff
The assembly and organized movements of all personnel to be relocated	Head of CCST		
The assembly and organized movements of all personnel to be withdrawn	Head of CCST		
Appointment of Team leaders/Convoy leaders	Head of CCST		
The assets to be taken along	Head of CCST, Project Manager ZIKA		
The management of financial matters	Senior Officer	Fin	Admin
The management of administrative matters	Senior Officer	Fin	Admin
Securing of essential and sensitive documents	Senior Officer	Fin	Admin
Communication with GVA, RO, ICRC, HS, PNSs, Other agencies, Authorities and respective Embassies	Head of CCST		
Public relations (Communication with local people, the local and international press)	Senior Comms Officer		
Continuation of programs	Head of CCST		
Monitoring of the various tasks being implemented	Head of CCST		
Current visa for entry countries	Senior Officer	Fin	Admin
Preparation of delegate's dependent's travel arrangements	Senior Officer	Fin	Admin
Office & residences security	Senior Officer	Fin	Admin
Provision of transport	Senior Officer	Fin	Admin
Briefing and debriefing of evacuees	Head of CCST		
Packing of "Grab-bag"	All Delegates		

## **Annex B - Map of assembly points and primary Relocation point**





**Annex C – Location of Residences and Contact numbers**

<b>Delegate/Staff</b>	<b>Physical Address</b>	<b>Contact Number</b>
Timothy Lam	2F, Podium 3, One Woodbrook Place, Port of Spain (10 minutes drive to office)	+1 868 461 3639
Abdul Nasir Khan	One Woodbrook Place, Port of Spain (10 minutes drive to office)	+
Ligia Burkett		+1 868 471 8054

**Annex D - Assets and Equipment's to be relocated**

### Annex E - List of personnel to be relocated and duties

Phase	Status	Priority	Personnel	Duties in all Phases
Orange	Non-Essential	1	Accompanying Family Members and dependants. IFRC managed expatriates not in senior management positions. Consultants and visitors.	Follow instructions from Head of CCST and adhere to timings given.
		2	IFRC managed expatriates not essential to continuation of programmes. IFRC managed expatriates exposed to increased health risks: elderly, pregnant or people with reduced immunity.	
		3	IFRC managed expatriates experiencing difficulties in coping with the situation. Technical Delegates. Certain nationalities who may become a target. Admin Officers and Assistants.	
Red	Non-Essential	4	IFRC Crisis Management Group (CMG) Members	Head of CCST must identify the final priority order of withdrawal and specific tasks for each of the Delegates. Ensure Delegates withdraw as per this plan. Ensure Assets secured. Ensure Program suspension completed in accordance with contingency planning
	Essential	5	Head of CCST	Liaise with the NS, PNSs, ICRC. As necessary, liaise with the UN, the broader NGO community and external Security actors and local Security Forces. Account for all IFRC Personnel. Maintain communications with the Regional Office and the Geneva Security Unit Issue additional instructions and/or alter this plan as necessary Advise IFRC in Geneva, ICRC, NS and PNSs of completion of withdrawal.