

IFRC RELOCATION PLAN FOR ECUADOR

SCOPE

Who is covered in the relocation plan?

This Relocation Plan is applicable to all those under IFRC security management responsibility / umbrella. This includes national staff, employed consultants, family members accompanying delegates, official visitors to the delegation and any international personnel operating under the IFRC umbrella in the operational area. This is not applicable, unless formally solicited at any moment, to Spanish RC delegates who have their own security management in country since 1995.

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.

At the moment of the release of this document no PNS fall under IFRC security management. Spanish RC is the only permanent PNS in country with an established office in Quito since 1995. They manage security by themselves in coordination with ERC and informing IFRC. Since the Earthquake response Operation is still undergoing, any visitor from any PNS/others will fall under IFRC security management during its stay in country. The delegates' family members whether visiting or living in Ecuador are considered under this regulations.

The main threats lived in Ecuador are volcano eruptions, heavy rains, earthquakes and tsunamis. Civil unrest is not common.

The 24/7 monitoring room at ERC keeps monitoring the official sources of any type of natural disaster threat in country. The Ops. Manager receives real time warnings that are immediately share with the IFRC Delegation team.

For Quito city, all safety places plans are available here:

<http://www.quito.gob.ec/index.php/servicios/sitios-seguros#mapa-de-sitios-seguros>

For threats by volcano eruption, Quito or the coastal provinces of Manabí and Esmeraldas where our RCRC field offices are, are not in the way of potential direct threat by volcanos. However there are 4 volcanos in eruption phase and additional 4 volcanoes active in country. All IFRC delegates must be aware that is possible to monitor the level of activity for personal trips through the website:

<http://gestionriesgosec.maps.arcgis.com/apps/MapSeries/index.html?appid=23f0de2e8e4541948e94f1681b8fba01>

All towns that may be affected by volcano *lahars* count with their own evacuation plans/routes. All with proper street signals.

For threats by heavy rains, Quito and the coastal areas, mostly in rural areas, are likely to suffer disruption of roads due to flooding or landslides.

To choose the best and most practicable road to any road trip (personal or professional), the IFRC delegates must communicate with the Monitoring Room at ERC HQ. The rainy season in Ecuador is from January to June. In 2018 heavy rainy season has been suffered. There is

available the following website from the governmental authorities to monitor the situation and evaluate the impact of different factors in the population and facilities:

<http://gestionriesgosec.maps.arcgis.com/apps/MapSeries/index.html?appid=a046d887d290409c9c7bb0eeeb05ca99>

For tsunamis after earthquakes, here one can find the evacuation routes for Manabí and Esmeraldas provinces:

<http://gestionriesgosec.maps.arcgis.com/apps/webappviewer/index.html?id=ea996feb85de4340b52916e32231c5c2>

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 Ops Manager, in consultation with the Regional Security Delegate 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 Ops. Manager and the Security delegate/ Security Unit as soon as possible for follow up.
- Regular security updates to be provided to the Regional Security Coordinator and the Security Unit in Geneva, Director of Region and HoCC.
- 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 Ops. Manager, in consultation with the Regional Security Delegate/ HoCC, and 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 Ops. Manager and the Regional 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 HoCO 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, HoCC and Director of Region.

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 Regional 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 Ops. Manager at his/her discretion. The HoCC, Regional Office and the Security Unit in Geneva must be notified of this designation.
- Orange Phase will be declared by the Ops. Manager in consultation with the Regional Director and the Manager of the Security Unit in Geneva. HoCC will also be kept updated and informed.
- Red Phase will be declared by the Ops. Manager, following authorisation of the Director of Regional Office, 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 Ops. Manager 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. HoCC will also be kept updated and informed.

The current phase for the ECUADOR delegation 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 Ops. Manager acting on the advice of the Security focal point in Panama or the Security Unit in 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: **(either in the IFRC Residence, office or the HNS, ICRC, PNSs offices or compounds, or other safe location according to the threat).**

Hibernation Locations;

As agreed through the coordination with the ERC and ICRC offices, the IFRC will define the hibernation locations as soon as yellow phase is in place with possibility of turning into orange phase.

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 IFRC Delegation, the IFRC Regional Office, HoCC and the Security Unit in Geneva. There should also be regular contact with the Regional Security Coordinator. 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 Ops. Manager or designate when the situation so demands. The CMG will monitor developments and assist the Ops. Manager with critical decisions as the situation demands.

The CMG is composed of:

- Ops. Manager (Chair) – Carmen Ferrer
- Security Focal Point (Deputy Chair – Admin/Finance Coordinator, M. Belen Salgado)
- Logistics Officer – Secretary – Jaime Pineda
- National Staff Representatives as appointed by Ops. Manager – Principles and Values coordinator, Jaime Alarcón (interim)
- HNS manager – Roger Zambrano
- PNS Representatives (Limited number directed by Ops. Manager) – Spanish RC HoD, Arnaldo San Román
- ICRC upon invitation if deemed needed – Leonardo Escobar, ICRC Country Rep.

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.

OPERATIONS SITES	Primary Assembly Point:	Secondary Assembly Point:	Alternate Assembly Point/s:	Relocation Point/s:
Quito	ERC Headquarters	Parque La Alameda	Parque de La Carolina	To be define in coordination with ICRC and ERC based on the specific situation lived, when Yellow phase is to turn into Orange phase.
Pedernales/Jama	Red Cross basecamp in Pedernales	Red Cross house in Pedernales	COE ECU911 in Pedernales	
Sucre/San Vicente	Red Cross branch in Bahia de Caraquez	COE ECU911	To be define in coordination with local ERC	
Esmeraldas	Red Cross provincial branch in Esmeraldas	COE ECU911	Hosteria Las Palmas in Esmeraldas	
Portoviejo	Red Cross provincial branch	COE ECU911	To be define in coordination with local ERC	

4 Routes to be Used for Assembly points

4.1 Route to be taken to the assembly points:

OPERATION S SITE	Primary Assembly Point:	Secondary Assembly Point:	Alternate Assembly Point/s:	Relocation Point/s:
Quito	Regular route to ERC HQ (checking transit information from Quito metropolitan website if possible)	Regular route to ERC HQ (checking transit information from Quito metropolitan website)	Av. De los Shiris / Eloy Alfaro / Naciones Unidas or Eloy Alfaro.	TBD in yellow phase when deciding to turn into Orange phase.
Pedernales/Jama	Regular main route taken every day.	Regular main route taken every day.	TBD	
Sucre/San Vicente	Regular main route taken every day.	Main roads to ECU911	TBD	
Esmeraldas	Regular main route taken every day.	Main roads to ECU911	TBD	
Portoviejo	Regular main route taken every day.	Main roads to ECU911	TBD	

Please check the evacuation routes in case of tsunami for Pedernales, Jama, Sucre and San Vicente in Manabi and Esmeraldas in Esmeraldas. They are available here.

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

- Attempt to contact the Ops. Manager by any means possible, as soon as possible
- Not move from present location before receiving instructions from Ops. Manager

- Not move from present location until the situation is deemed safe enough
- Not take unnecessary risks
- Stay with family

In case any IFRC staff is not getting in contact with any of the team members during the first 2 hours of occurred the event, the Ops. Manager will get in contact with ICRC and ERC for this specific issue and will decide the necessary steps to take (ej. Alert all Red Cross teams in the response to the specific situation; if involving or not the national security forces; etc..)

4.2 Means of Relocation

The preferable means of transportation for the relocation situation will be defined in case the delegation reach the Yellow Phase and thinking on turning it into Orange phase, according to the specific reason of increasing tension. This will happen in coordination with CRC and ERC delegations with a mapping of the resources available for a tentative relocation need.

Exit from Country

First country to be relocated until new notice would be Peru, where the IFRC Andean countries Office is located.

- *Scheduled commercial flights from Quito International Airport – Mariscal Sucre*
- *Chartered aircraft from Quito International Airport – Mariscal Sucre*
- *Chartered vessel from identified seaport – Manta, province of Manabí or Guayaquil, province of Guayas.*

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)

In case of Yellow Phase is to turn into Orange phase, the IFRC Delegation, together with ICRC delegation and ERC will agree about the VHF availability for all RCRC delegations.

Regularly the RCRC vehicles travel are tracked through the monitoring and IT telecom rooms in ERC HQ and provincial branches. Through the radio room the Security Coordinator (or relevant person) will attempt to group RC/RC vehicles into packets for convoy movement, avoiding single vehicle movement where possible.

Pre-Relocation

Land phone IFRC office in Quito, EC: +593 (02) 228 6660 – ext. 215

Mobile Phone / VHF Handset as back-up (if available) / Satellite Phone / email:

- Operations Manager - +593 (0) 99 743 3453
- Admin/Finance Coordinator - +593 (0) 99 767 1296
- Regional Security Coordinator in Panama –(Jorge Zequeira +507 6949 5546)
- Security Unit in Geneva informed - +41 79 251 8015 (Julian Harris, habla español)
- **Emergencias CR Ecuatoriana por todo el país 131**
 - CLARO: +593 (0) 990 95 6044
 - MOVISTAR: +593 (0) 989 24 8261
- **CRE Satellite 1:** +881 651 41 3279
- **CRE satellite 2:** +881 651 41 3276
- **IFRC Satellite:** +87 077 221 1050

Security and Coordination: roger.calabuiq@ifrc.org and mariabelen.salgado@ifrc.org

Security focal point in PANAMA - Jorge.zequeira@ifrc.org /+507 6949 5546

During Relocation

Mobile Phone / VHF Handset as back-up (if available) / Satellite Phone

- **CRE Satellite 1:** +881 651 41 3279
- **CRE satellite 2:** +881 651 41 3276
- **IFRC Satellite:** +87 077 221 1050

Ops Manager : +593 (0) 997 4334 53 - roger.calabuig@ifrc.org

Admin and finance Coordinator / mariabelen.salgado@ifrc.org / +593 (0) 99 767 1296

Security focal point in PANAMA - Jorge.zequeira@ifrc.org / +507 6949 5546

Post Relocation

Land phone in IFRC Lima Office: +51 1 221 9006

Mobile Michele Detomaso, Head of Country Cluster: +51 997 555 639

Mobile Phone: + 593(0) 997 433 453

- Satellite phones: **IFRC Satellite:** +87 077 221 1050
 - Operations Manager - +593 (0) 99 743 3453
 - Admin/Finance Coordinator - +593 (0) 99 767 1296
 - Security Unit in Geneva informed - +41 79 251 8015 (Julian Harris, habla español)

Email: roger.calabuig@ifrc.org and michele.detomaso@ifrc.org

In case of Yellow Phase is to turn into Orange phase, the IFRC Delegation, together with ICRC delegation and ERC will agree about the VHF availability for all RCRC delegations.

5.1 Monitoring of situation and information flows

The Ops. Manager with the support of Security focal point and in coordination with ERC and ICRC offices (when relevant) is to gather information from all available sources to provide security situation updates.

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

The Ops. Manager, with the support of Security Focal Point will keep in close communication with the ERC, Spanish RC and ICRC Security contact point, UN Security focal point, and other security contacts, as appropriate, for up-to-date situation monitoring. Information from Embassies regarding Hibernation/Relocation plans will be taken into consideration by the Security focal point in the delegation.

N.B. IFRC Delegates and those under IFRC security management responsibility follow the security advice and directions from the Ops. Manager. 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 IFRC Ops. Manager.

Regular reports will be submitted to the Security Unit in Panama and Geneva, and Office in Lima.

6 Action Regarding National staff

Nowadays, no national staff is under the Ecuadorian office of the IFRC.

For the local staff, the regulations to follow in case relocation is required, will be the one aligned with the ICRC local staff and the ERC. These regulations will be detailed by the time the phase is in yellow and thinking on turning into Orange.

7 Assets and Equipment's to be relocated

Detailed at Annex D

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

As mentioned along the document, the relocation plan will be defined in coordination with ICRC and ERC when Yellow phase is in place and thinking on turning it into Orange phase. This has been agreed with ICRC and ERC Security focal points, since each situation/scenario would need a different approach and relocation point.

However, since the list is done, here we have appointed the tentative staff to be in charge, according to the existing members of the delegation.

Tasks and Roles	Responsible
Coordinate and Chair CMG	Ops. Manager
Monitoring general situation of security developments	Admin/Finance Coordinator.
Monitoring situation developments via; telecom system, local and international radio and TV broadcasts	Ops. Manager /Admin/finance Coordinator
Ensure hibernation locations are adequately prepared	Ops. Manager
Logistical arrangements for the various phases of relocation	Ops. Manager
Listing of all IFRC assets to be left behind in Del and warehouse	Ops. Manager / Admin/finance Coordinator
Listing of all IFRC assets to be taken with from Del and warehouse	Ops. Manager / Admin/finance Coordinator
Listing of all private assets to be left behind in residences and warehouse	Each member of Del. make a list
Setting up of a VHF network and distribution of hand sets	Ops. Manager
The assembly and organized movements of all personnel to be relocated	Ops. Manager
The assembly and organized movements of all personnel to be withdrawn	Ops. Manager / Admin/finance Coordinator
Appointment of Team leaders/Convoy leaders	Ops. Manager
The assets to be taken along	Ops. Manager / Admin/finance Coordinator
The management of financial matters	Admin/Finance Coordinator.
The management of administrative matters	Admin/Finance Coordinator.
Securing of essential and sensitive documents	Security Focal Point
Communication with GVA, CCO, RO, ICRC, HS, PNSs, Other agencies, Authorities and respective Embassies	Ops. Manager
Public relations (Communication with local people, the local and international press)	Ops. Manager
Continuation of programs	Ops. Manager
Monitoring of the various tasks being implemented	Ops. Manager
Current visa for entry countries	Ops. Manager with Lima IFRC Office & Legal advisor from ERC
Preparation of delegate's dependent's travel arrangements	Ops. Manager / Admin/Finance Coordinator.
Office, warehouse & residences security	Ops. Manager / Admin/Finance Coordinator.
Provision of transport	Ops. Manager
Briefing and debriefing of evacuees	Ops. Manager

Packing of "Grab-bag"	Each member of Del.
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Annex B - Maps of assembly points and primary Relocation point

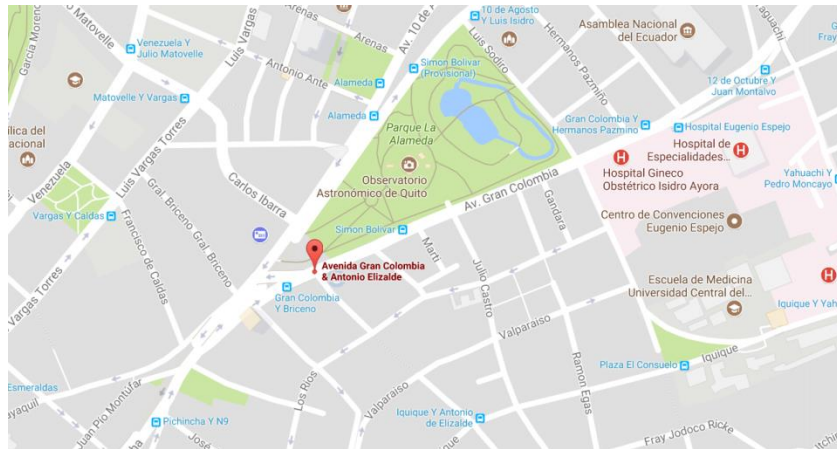
All FICR members while being in move from regular residence must be accommodated to be found at:

Quito

SAFETY ASSEMBLY POINTS:

ERC Headquarters: Antonio Elizalde y Avenida Gran Colombia, Quito, Pichincha province.

Parque de la Alameda, in front of the ERC HQ.



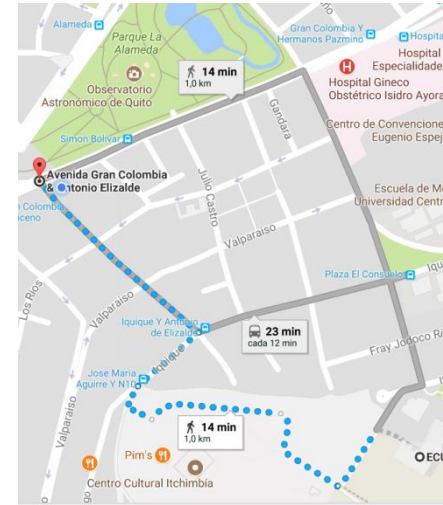
Quito ECU 911:



Calle Julio Endara s/n
Sector Parque Itchimbía

Gerencia:
02-3800772 ext 9770
Comunicación Social: 02-3800772
ext 9857

Route from ERC HQ to ECU 911 in Quito



Sucre:

HOTELES SUGERIDOS Nombre del Hotel

Ubicación

Observaciones

Hotel "La Herradura"
Costo: \$ 25,00

Av. Simón Bolívar a 200 metros de la Junta Cantonal de Sucre.
Telf.: 052690446

Mantiene un área del hotel que requiere reparaciones por las afectaciones producto del terremoto.

Hotel "Buenavista"
Costo: \$ 35,00 – 45,00

Av. Simón Bolívar a 100 metros de la Junta Cantonal de Sucre.
Telf.: 052692400

Tiene cómodas instalaciones con todos los servicios, sin embargo es necesario reservar con tiempo debido a la demanda que tiene.

Hotel "Sainanda"

Cel.: 0988768848
Km. 7 vía a Portoviejo

Si la naturaleza y el ambiente de tranquilidad es lo preferido.

Esmeraldas:

Hotel Las Palmas, Avenida Kennedy, Esmeraldas **Teléfono:** (06) 246-1454
<http://www.hosterialaspalmas.com.ec/>

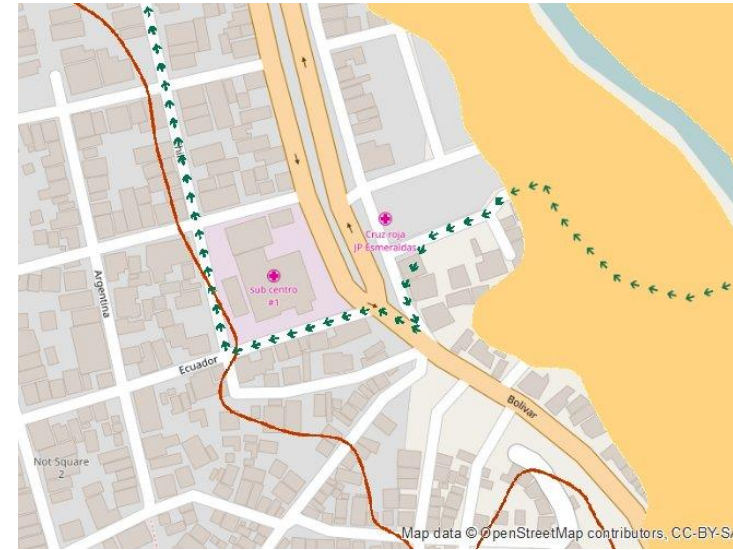
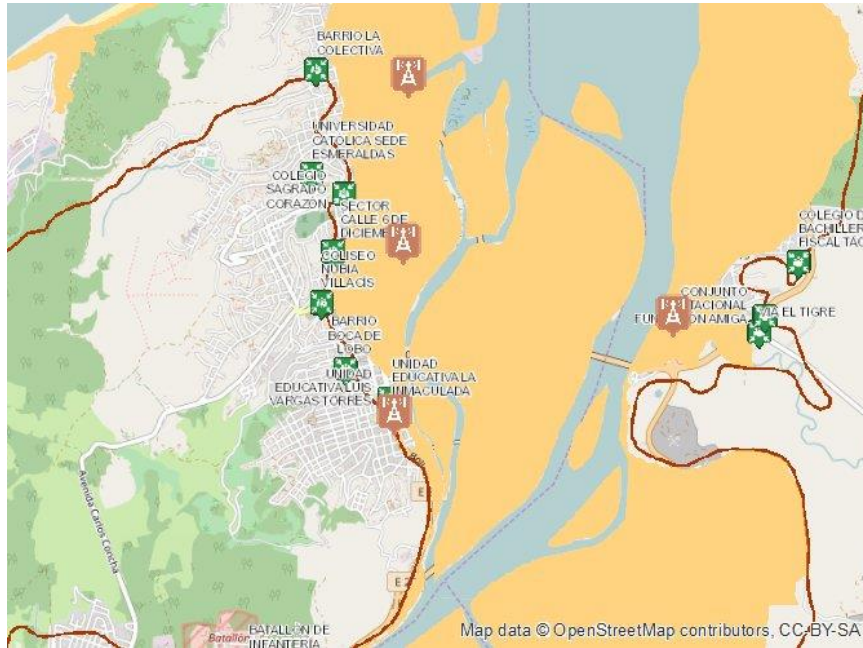
ECU 911 – Esmeraldas

Esmeraldas



Av. del Pacífico y Gran Colombia.
Parada 13

Gerencia:
06-3700-120/06-3700150



Junta Provincial de Esmeraldas – CRE

Address: Calle Simón Plata Torres y Venezuela, Esmeraldas

Portoviejo:

Hotel Madrigal

Address: Calle Constantino Mendoza Entre Av. Universitaria Y Olmedo, Portoviejo

ECU 911 –

Portoviejo

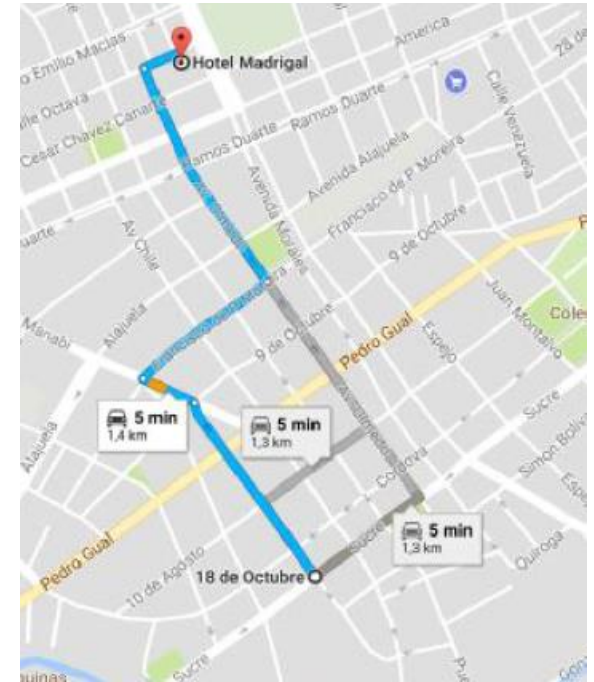
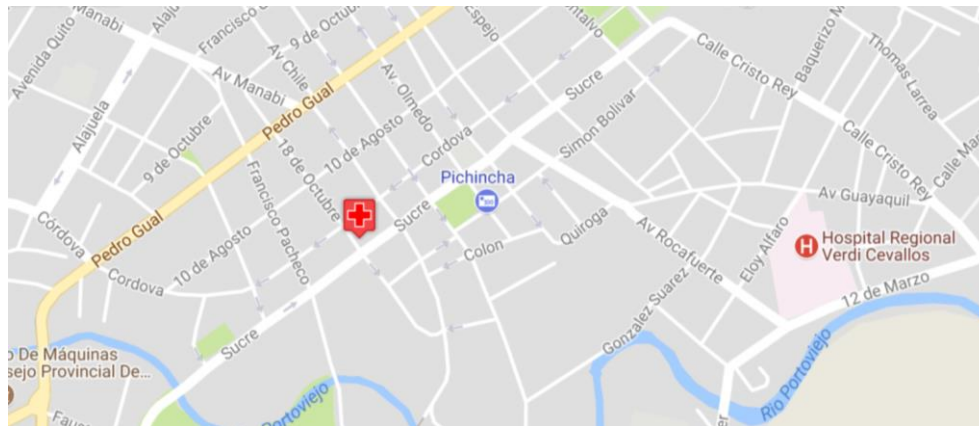


Av. 15 de abril, km 1.5 vía Portoviejo-
Santa Ana

Gerencia:
05-3701045 Comunicación Social:
05-3701-063

Junta Provincial de Manabí de la Cruz Roja Ecuatoriana, Portoviejo

Address: 18 de Octubre 315 y Sucre, Portoviejo





Annex C – Location of Residences and Contact numbers

Delegate/Staff	Physical Address	Contact Number
Maria Belen Salgado – Admin/Finance Coordinator	Quito: Alpallana E7-243 y Diego de Almagro. Edif. Torre Alpallana, Dpto. 6C Quito, Ecuador	+593 (0) 99 767 1296
Roger Calabuig – WASH Delegate	Quito: c/ San Ignacia n30-50, apt.31. Conjunto Fuente de Piedra.	+593 (0) 997 433 453
Juan Garland – Interim general secretary (consultant for IFRC)	Quito: Avenida Gaspar de Villarroel y Av, Seis de Diciembre y Edificio XXX. Departamento.	+593 (0) 98 927 4540

Annex D - Assets and Equipment's to be relocated

- IFRC Delegation Satellite mobile phone
- Hard disc – essential documentation
- IDs and visibility materials (vests, badges, etc..)
- Ops. Manager computers
- Essential hardcopies of documents

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 the Ops. Manager 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	Ops. Manager 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 Country Office – Ops. Manager	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, CCO 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.