



International Federation
of Red Cross and Red Crescent Societies

IFRC COUNTRY CLUSTER SUPPORT TEAM

Haiti

SECURITY REGULATIONS

Updated on July, IFRC Security Coordinator and Focal Point

Approved by

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Security Regulations cannot cover all situations in a dynamic field environment. Having a security mind-set is essential to individual and collective security.

Always be alert and try not to panic.

1. Introduction

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

This is the latest version of the Security Regulations for the IFRC Country Cluster in Haiti and any missions that might be ongoing in the country. These Regulations replace all previous security regulations in-country and may be amended at any time by the Head of Country Cluster Support Team, in consultation with the Security officer in country, the Security Regional Senior Officer and the Security Unit of the IFRC in Geneva.

Additional security related documents in annex:

- Welcome Security Brief
- Stay safe Booklet
- Critical Incident Management
- Relocation Plan
- Medical Evacuation Plan
- Hurricane Plan 2018

1.1. Application

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

1.2. Roles and Responsibilities

The Country Representative/HoCC has the ultimate responsibility for security in the Country Cluster and for all Federation assets in the country including ERUs, FACT teams and visitors. S/he may delegate certain aspects of security to Field Staff including the National Security Officer.

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.

Because of the importance for the safety of individuals and the delegation as a whole, any breach of security regulations may be considered to be misconduct or gross misconduct in accordance with the IFRC 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 regulations are issued to each staff member (including PNS staff operating under the IFRC'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 of Cluster. Personnel are to destroy (by shredding) or return any hard copies of these rules & regulations to the Country Cluster Support Team at the end of their mission.

2. Country Situation

2.1. Geography

Haiti occupies the western one-third of the island of Hispaniola, between the Caribbean Sea and the Atlantic, west of the Dominican Republic. It has an area of 27,750km² with a coast line of 1,771 km and a land border 360km. It has 5 Mountain ranges, dividing the country into three regions: northern, central and southern. The national territory includes a northern and a southern peninsula and the Ile de la Gonaives, which lies between them. The three other main islands in Haitian territory are Ile de la Tortue (Tortuga Island), Grande Cayemite, and Ile à Vache.

2.2. Economy

The prevailing economic situation in Haiti is tending to decline. It is important to consider the following;

- Two and a half million Haitians live in extreme poverty
- Haiti remains the poorest country in the northern hemisphere
- Two out of three Haitians living on less than US\$2 per day, 50 % of urban Haitians are unemployed

Although agriculture is an important sector of Haiti's economy, the country fails to produce enough food, and imports more than 50 percent for its population's needs. The country is a net importer of all products, from food to fuel, and the local currency continues to lose value against the dollar, making imports more expensive, pushing up inflation.

January 2010 Earthquake

In 2010 Haiti was struck by the country's most severe earthquake in over 200 years. The death toll was estimated at 230,000 and the quake resulted in widespread damage to the capital city and surrounding areas.

The resulting RC/RC response was the largest single in the history of the RC/RC and lasted more than four years. Given the challenges of working in an impoverished, densely populated, urban context, by April 2015 some 64,680 people were still living in formally recognized IDP camps¹ mostly in Port-au-Prince.

It should be remembered that the image of the Red Cross was somewhat tarnished by allegations of wasting of funds during the lengthy operation.


October 2016 Hurricane Matthew

In October 2016 a category five hurricane passed through the southern side of the island causing major damage to infrastructure. This was the largest hurricane to hit the island since 2005. Again, the RC/RC movement has responded with a large-scale deployment of teams to the affected regions.

2.3. 2018-2019 Socio-political crisis : antigovernment protest

6-7th July 2018 : roadblocks and looting - a probable mix between political and popular revolt targeting Petionville

The 6th July, following the announce of increase in gas price, Petionville and surroundings resulted blocked for 2 entire days, and ended up with looting until the government decided to withdraw the decision to increase prices. Here are some major specificities of this event:

-  Very well coordinated (PV was blocked in a few minutes, keeping in mind it is a very different scenario than previous ones: previously PV wasn't an exclusive target whereas during 6-7th July other hot areas were not blocked) with strong capacity to Coordinate the "neighbourhood's leaders" to block all streets leading to Petionville in a short period of time
- With probable funding coming from abroad, and not exclusively lead by traditional political parties,
- Part of the roadblocks were "spontaneous", as well as regarding the looting.
- Some families were obviously targeted (businesses looted, burnt etc. but not all of them),
- Many spoke about Dechoukay, and they were some attempts to do so,
- Embassies evacuated their diplomats by helicopters,
- Some big families evacuated their wives and children by helicopters too.
- The Haitian police force has not faced a crisis of this magnitude since UN peacekeepers departed the country in 2017 (and are ill prepared and ill equipped)

Many observers think that the 6-7th July was a general rehearsal to test the capacity of the authorities to react. Since this, few spontaneous protests popped out in PV, probably to test the many access leading to PV outside main roads and streets (behind Juvenat, between Grand Ravine & Jalousie).

Such situation is likely to happen at any time.

Petrocaribe protests

Since August 2018, Petrocaribe challenge started on social media to ask for accountability of officials that managed the Petrocaribe funds : these funds result from agreement between

¹ IOM Displacement Tracking Matrix, round 22 report, 31 March 2015

Venezuela and Haiti : Venezuela selling gas at lower price, and at credit, whereas Haiti was supposed to reinvest the amount of money to be paid for gas into development project in order to support the economic development of the country.

This movement is apolitical and as gathered big crowds. Despite a strong inquiry lead by members of parliament, despite many promises and the management of the case by the *Cour supérieure des comptes*, nothing has been done until today, no one has been prosecuted.

Potential triggers that could lead to an escalation of violence

After the 6-7th July, the following indicators had been identified as being likely to result into a notable escalation in the situation:

- ✚ Radicalization of protests, with use of lethal force increasingly common by both the security forces and the anti-government demonstrators,
- ✚ Further exacerbation of shortage of basic supplies and/or constant increase in prices (linked to inflation, prices on the market have been increasing on weekly basis since the beginning of the year),
- ✚ Increase in gas or other unpopular measures affecting even more the most vulnerable fringes of the population,
- ✚ Unsatisfying actions and speech by the government (regarding social actions, Petrocaribe process),
- ✚ New scandals linked to corruption,
- ✚ Policemen not being paid.
- ✚ Negotiations fail
- ✚ Etc.

These could warrant further actions from managers, including the possible evacuation of non-essential staff from the country, as appropriate.

Aggravating factors

- ✚ Involvement of gang members heavily armed into protests and roadblocks,
- ✚ Distribution of weapons to gangs who have been very active in November in most neighbourhoods where they are present,
- ✚ Killing of policemen in different areas, and burning of their body,
- ✚ Split in PHTK movements: PHTK1 (Martelly) and PHTK 2, resulting in a very isolated president, even his security team is being weakened by recent scandals,
- ✚ USGPN (presidential security) heavily armed with assumption of presence of foreigners (snipers) among them; the DGPNH declared he has no control on USGPN and doesn't know who were these people identified during the protest of 18th November.
- ✚ Weak MINUJUSTH not able to evacuate people if need be,
- ✚ Embassies unable to evacuate their nationals if need be.

General strike, roadblocks, violent incidents & protests aiming at President resignation lead by the opposition : October (17th) and november 2018 (18th to 23rd) ; February 2019 (6th to 18th)

As expected, since the 6-7 July riots, tensions are still very present in Haiti:

- The latest national Petrocaribe protest (apolitical) turned into an anti-government protest.
- Opposition parties are now gathered under one same movement (secteur démocratique et populaire) and ask for the resignation of the president.

- From 18 to 23 November, the opposition at large has succeeded into blocking the country through a large strike (no transport), road blocks, shooting and (limited) looting in some areas and even cities in Province.
- However, the mobilization of the PNH allowed to avoid total block of PaP (Port au Prince).
- Province have been deeply affected with more violence, including shooting on a bus that had leaved Decameron and two foreigners injured.
- This action has resulted in a 4-day paralysis of the country, and shortages in supplies. For the 23rd of November, the opposition had called to reach and “occupy” Petionville, most radical branches called to attack private sector, speaking about “final battle”. Despite some violence, the mobilization was weakest than expected. Petrocaribe leaders clearly didn’t support these actions.
- The call for strike and roadblocks for the week 25-30th November was not followed at all.
- Political parties had been in negotiations to integrate the government. Lavalas has claimed they are not part of the Secteur Démocratique & Populaire. The fact that the government had been accused of killing people (protesters, population in some neighborhoods hold by gangs....) may prevent negotiations with the most radical branches of the opposition
- The government promised to create thousands of jobs that could provide a temporary calm situation (while putting band aids)

However, early 2019, negotiations with opposition didn’t give any significant result.

- Early February 2019, the opposition called to a new national mobilisation with large protests on 7th February and to “lock” the country starting 6th February. The “lock” lasted 8 days, with almost no transport, roadblocks in different points of Port au Prince and protests almost everyday. The latest big one (12th February) gathered more opposition leaders (among them senator Youri Latortue) who were joined downtown by gang members heavily armed. Even if these protests are against high prices (primary needs have been increasingly expensive, inflation skyrockets), the majority of the population is not joining them. Most protesters are in reality paid to participate.
- This “lock down” had resulted into declaring the Orange phase for IFRC. Many embassies (US, French, Canada, EU) and UN have decided to evacuate part of their staff (non essential and with families), as well as many INGOs who relocated their staff.
- Consequence : people had to face many shortages, markets and banks didn’t open or only during the morning and for 8 days there was no or very few “public” transport.
- In the meantime, both President and Prime Minister claimed their legitimacy to stay at power and have had the support of the United states for the past months. Discreet negotiations are ongoing and it is very hard to predict what will happen.

It is important to highlight that the latest events are not the same as the one we observed during the 6-8th July.

Conclusions

Since November, we have been prepared to a big change that can seriously affect security and that can happen at any time. Many Haitian fellows referred to the current situation as prior the departure of Duvalier or Aristide and are very worrying.

2.4. Risk Assessment

Security incidents can happen anywhere and at any time. It is up to RC/RC personnel to be vigilant, and must always keep a high security awareness both individually and collectively. All RC/RC personnel are responsible for their own security and must take all possible measures to minimize or eliminate potential risks. Always share security information of the Security Field Officer in country with your colleagues and report not only incidents that happen to you, to others, but also those that you might consider to be near misses.

The Primary risks to RC/RC personnel in **Haiti** are:

Road Traffic accidents: Remain one of the biggest threat to RC/RC personnel and assets. The standard of roads and driving is very poor in Haiti. The few tarmac roads that exist are in a state of disrepair whilst others are little more than dirt tracks. Drainage is poor and flooding is common. Roads are often unlit and it is not uncommon after dark to encounter cars, trucks or motorcycles driving without lights. Drivers often pay little regard to the laws of the road. The standard of car maintenance is also very low.

Crime: Haiti has regularly suffered from criminal activity over the years with peaks after the ousting of President Aristide in 2004 and again after the 2010 earthquake. Crime statistics peaked over the 2010\2011 election period, but were slowly returning to pre-earthquake levels. However, as mentioned above the economic situation may well cause an increase in crime on the island.

The risk of crime including armed robberies, burglaries, kidnapping, murder and attacks on vehicles remains high. Due to perceived wealth, foreigners are always possible targets for common criminals.

A recognised phenomenon in Port-au-Prince is that crime is moving out of the areas that it had previously been restricted to and moving towards the wealthier neighbourhoods. Taking into account these economic issues coupled with the high rate of unemployment due to the closure/downsizing process of several humanitarian agency we are likely to see an increase in crime over the coming months. Add to this mix is the potential politics related violence and demonstrations. Robberies with firearms and the use of violence is on the increase. If faced with armed robbers it is absolutely essential to do exactly as you are told. Hand over any valuables without discussion. Remember a number of robberies have resulted in the death of the victims. Certain areas are more prone to criminality which is why they are considered to be out of bounds to RC/RC personnel (see map in 3.6 Curfew and Area Restriction).

Kidnapping: remains a serious threat across Haiti, although rarely involving non-residents. Individuals have been targeted at their residence, work and in transit. Most kidnappings are purely criminal in nature. Some kidnapped victims have been injured, sexually assaulted or physically abused and even executed.

Shootings: there has been an increase in the number of criminals carrying weapons in Haiti and this is reflected in the number of firearms used in crimes as said, despite several police operation that has taken place and weapons seized. People have been killed during robberies and foreign nationals have occasionally been caught in crossfire during gang violence. There are often shootings between armed groups and police forces.

Street Robbery: is also on the increase, from purse and bag snatching from motorcycles to targeted armed robberies of people leaving banks. A few of the later have resulted in deaths when those being robbed have been shot even after complying with instructions given.

There are no 'safe' or 'green' areas in Haiti. There is a persistent danger of violent crime, which can be subject to periodic surges not always explained by other events and conditions.

Demonstrations and protests: are a regular occurrence and may take place at any time in Port-au-Prince and throughout the country quickly blocking roads. They may occur with little warning and can turn violent quickly. The demonstrations are not static and groups can disperse and reform in other locations and sometimes result in direct violence between the authorities and the local population. Sometimes, more often in the field, assistance from Haitian law enforcement is unavailable. Demonstrations can include road barricades, burning tyres and angry mobs (wielding sticks and machetes). The Haitian population often protest for a number of issues such as political crisis, lack of food, lack of water or electricity, damaged to crops due to heavy rains or drought. On occasion dissatisfaction at the perceived slow humanitarian response/implementation, humanitarian that is currently in reduced number can create issues for the IFRC teams working in the field.

Environmental disasters: Haiti ranks as one of the countries with the **highest exposure to multiple hazards**, according to the World Bank's Natural Disaster Hotspot study. Haiti lies in the middle of the Caribbean Basin and has the 5th highest mortality risk to two or more hazards. With 96% of its population living at risk, Haiti has the highest vulnerability rating in terms of cyclones among the region's small island states (12.9 on a scale of 13). The effects of cyclones include wind damage, flooding, land/mudslides and coastal surges.

- **Severe environmental degradation** and the presence of settlements in low lying areas and floodplains are key contributing factors towards the country's vulnerability. Further contributing factors include high levels of poverty, weak public infrastructure, a history of ineffective governments and serious fiscal problems. In addition to the hydro meteorological hazards, Haiti is also located in a **seismically active zone**, intersected by two fault lines. The country's high population density (up to 40,000 km² in Port-au-Prince) coupled with the large number of informal structures, and weak public and private infrastructure, render the state and its population particularly vulnerable.
- Haiti is highly vulnerable to hurricanes, floods, earthquakes, landslides and droughts. This vulnerability is greatly influenced and exacerbated by the country's poverty², continuous state of complex emergency and environmental degradation.
- The hurricane season in Haiti runs from June to the end of November. In 2012 and 2016, the Tropical Storm Sandy and the Hurricane Matthew hit the south west part of Haiti, namely the Grande Anse area (Corrail, Pestel, Jeremie, Ansed' Hainault), triggering a response in Shelter, WASH and Agriculture in both periods.
- Emergency services are not equipped to cope with a major disaster. Should a hurricane or other disaster strike Haiti, basic services such as transport and communications are likely to be (severely) disrupted.

2.5. Phases

All RC Personnel must be aware of the current security phase classification and it's implications on work and private life in their area of operation or areas that will be visited.

All personnel are to comply with any restrictions put in place by the senior field manager in accordance with the current situation and designated phase level.

² In 2014 Haiti was ranked 168 on the Human Development Index
<http://www.undp.org/content/undp/en/home/presscenter/events/2014/july/HDR2014.html>

The Federation operates a four colour 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

The current phase in Haiti is **ORANGE**, BUT CAN CHANGE AT ANY TIME!

In short the security situation is volatile and could degenerate very quickly. The local population continues to feel frustrated by the lack of development and improvements in their daily life's which can and will lead to continued protests linked to social and economic issues (e.g. unemployment, poor infrastructure, communicable diseases and absence of basic public services, slow response to acute emergency issues). Many of these issues are often exploited by local political actors in order to push their own objectives (political or personal) fostering popular protests (often by paying or manipulating local communities).

3 General Security

3.1 IFRC Logo

The IFRC logo (the Red Cross and Red Crescent, adjacent to one another, within a red rectangle) is to be displayed on IFRC vehicles and official Delegation premises as an indicative sign. In exceptional cases, and following prior authorization from the Regional Director Americas in consultation with the Regional Security Coordinator or the Manager of the Security Unit in Geneva, the head of Country Cluster Support Team may decide not to display the logo for security reasons.

NB: The IFRC 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, with the prior approval of the Head of Country Cluster Support Team in consultation with the Security Unit as noted above. Red Cross or Red Crescent flags may be used to identify IFRC 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:

- a) The requirement to keep themselves informed on the general (security) situation in the area;
- b) To maintain situational awareness, i.e. to know where they are and where they are going;
- c) 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;
- d) To ensure that assets entrusted to them in the performance of their duties plus their personal effects are secure;

- e) To ensure that their documents, including visas etc., are valid and in order;
- f) To ensure that they have relevant contact details at hand in case of an emergency;
- g) To immediately report any security related incidents (see also section on 'Emergencies' / 'Security Incident Reporting' below); and
- h) To otherwise adhere to all IFRC security rules, regulations and advisories.

Managers / Coordinators are responsible to take the Safe stay course and bring relevant IFRC security rules, regulations and advisories to the attention of their respective staff/subordinates, plus to ensure that they are adhered to.

If at any moment 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/RC staff must report to their respective Team Leader/Coordinator/Line Manager after 18.00 hrs daily to inform him/her on their whereabouts when working outside of PAP.
- All RC/RC personnel must inform their Team Leader/Coordinator/Line Manager of all proposed daily field movements and any changes or delays as they become known.
- Any abnormal activity or aggression must be immediately reported to your Team Leader/Coordinator/Line Manager AND the Security Team.
- All RC/RC personnel must keep their cell phone charged and on at ALL times while moving outside the IFRC Base Camp. They must Check their cell phones before movements, as security updates are often shared to staff. It is recommended that each delegate joins the WhatsApp group run by NSO (add number here) for this purpose. Any information that requires immediate action will be broadcast via SMS, radio & WhatsApp group.
- Walking is only authorised to gain access to, from, in and around programme sites. RC/RC personnel must be clearly identifiable as RC/RC. In Port-Au-Prince walking is not allowed.
- Credit Card cloning is on the rise in touristic spots of Haiti and in PaP. Do not let the cards out of your sight. Most ATMs in the main upmarket hotels/supermarkets of PaP have been compromised. Many credit cards users are robbed at gunpoint in the vicinity of banks and ATM.

It is reminded to IFRC Delegates that it is strictly forbidden to withdraw cash in any ATM in Haiti. Except in 7 secure locations in PaP: Caribbean, Eagle, Giant and Big Star supermarkets (inside the secured supermarket areas), Caribe, Oasis Hotels as well as inside UN Base.

All RC/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 their residence or who authorized and are travelling with them in IFRC/PNS vehicle. Such guests are expected to abide by the Red Cross 'Code of Conduct'. Any person, (not related to RC/RC), in a RC/RC vehicle must sign

a waiver of responsibility before traveling, this does not imply non-coverage of insurance in case of accident.³

3.4 Local Customs/Traditional Law:

In order to act in a coherent manner within the given environment, RC/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.

Rule of Law

The Haitian judicial system is not sufficiently independent from the executive branch. It lacks resources and professionalism and suffers from a scarcity of judicial officials and corruption among existing ones. Although there have been some efforts by donor countries to improve the judicial system, it remains weak and inefficient.

The Haitian National Police (HNP), have a staff of 11,000; recruitment is ongoing but for around a total population of 11 million remain woefully ineffective. The deployment of UN peacekeepers and UN CivPol personnel in 2004 (MINUSTAH) ended in late in 2017. The members of the Security Council of United Nations have adopted a resolution that has transformed the United Nations Peacekeeping and Stabilization Mission in Haiti (MINUSTAH) into United Nations Mission in Support of Justice in Haiti (MINUJUSTH) and started to be effective on October 16, 2017. The MINUJUSTH count around seven police units of 980 police officers in total and 295 non-police officers for an initial period of six months from 16 October 2017 to 15 April 2018 and the mission different, as above mentioned, MINUJUSTH is only to support the country in Justice, without the military presence in country the national Police in Security. It is also important to mention that the new president in place has created last November 2017 the Forces Armees d' Haiti (Haitian Army) which will mostly secure the borders and respond in case of natural disaster. Even if the recruitment process has been finalized and the first range of candidates have been under training, the FADH are not active.

The IFRC must continue to maintain a proactive stance towards the security of its staff in the field. Criminal gangs have continued to develop in Haiti, today bolstered by the relatively frequent escape of criminals from the country's prisons, plus the return of 'professionalised' criminals deported from the United States. This is coupled with an increasing availability of weapons on the streets has led to an increase in breaks-in, armed robberies, petty thefts. Criminals are more and more mobile using motorbikes given the traffic problems in the urban settings, to perpetrate their crimes.

Given its geographical location, Haiti is used for drug smuggling, often between Colombia and Puerto Rico (as a Commonwealth of the US, shipments are not re-inspected by U.S. Customs after reaching Puerto Rico). In the absence of fully functional state law enforcement, it is important to ensure that RC/RC personnel do not become coincidental victims of such activities.

3.5 Relationships:

Under no circumstances are there to be any sexual relations/contact of any kind between IFRC personnel and those who look to the IFRC for protection or assistance. This includes beneficiaries, children, and vulnerable local people. Sexual relations/contact with commercial sex workers is also

³ Also see section 4.5

strictly forbidden. **Any breach of these rules may result in summary dismissal, or even criminal prosecution.**

Intimate relationships between delegates and local men or women by delegates are strongly discouraged, this includes locally employed staff.

3.6 Curfew / Area Restriction Transport

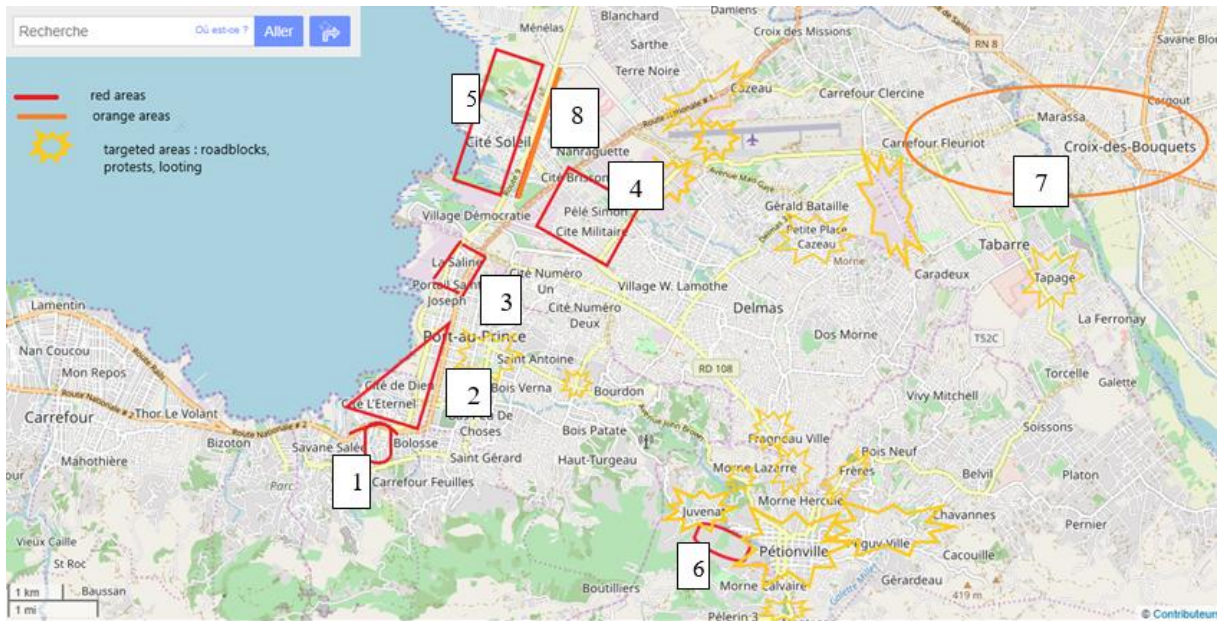
- All International RC/RC personnel must follow the curfew rules as determined by the HOCC.:
 - **Port-au-Prince**
 - Sunday to Thursday curfew - 22.00 – 06.00hrs (or daylight)
 - Friday & Saturday curfew - 22.00 – 06.00hrs (or daylight)
 - **It should be noted that** above mentioned timings are **liable to change** depending on the security situation, information will be given by the Head of County Cluster Support team.
 - Due to the inherent risks of driving (dangerous conditions, and the potential reaction of population after car crashes) **Delegates are not permitted to drive** in Haiti for their own safety.
 - **A duty driver** will be assigned for International IFRC Staff movements, be it for official or private reasons. Delegates are recommended to plan for their leisure trips as there are few drivers and vehicles available. Please see Dispatch in order to help with you trip planning. Staff must be back at their private accommodations no later than the above mentioned timings. If staff is late, he/she **MUST** inform the security focal point at once.

Clearance before moving is required to move at night and to cross red and orange areas listed below (allowed only at daylight after clearance):

- Red areas:
 - Martissant, (1)
 - Downtown : La Saline, Bel Air, (2)
 - Bicentenaire, Cité de Dieu (3)
 - Simon Pelé/Cité Militaire/Village Solidarité / low Delmas (4)
 - Cité soleil, (5)
 - Jalousie, (6)
- Orange areas (that can turn into red area at any time):
 - Croix des Bouquets, (7)
 - Road 9 (8)
 - Carries-Montrouis, (RN1 between Saint Marc & Arcahaie)

Ensure staff is respecting security clearance procedures and organize them to be back at their base before dark (they should cancel trips if they are leaving BC too late). In this case, security focal point may not give clearance and may leave SMT takes the responsibility.

Port au Prince Map



A list of approved hotels is in the information package provided by Welcome Service for visitors or Delegates from ARO or Geneva. No other locations shall be used.

3.7 Personal Security

3.7.1 Personal Documents:

At all times, delegates must carry a photocopy of their passport and visa and their IFRC ID card (once they have been attributed it).

If the security situation changes, other forms of Identification may be required by the Haitian authorities.

During field activities such as assessments, evaluations, distributions it is recommended that staff use IFRC vest and cap (if available).

All RC/RC personnel including national staff, volunteers, daily workers are required to carry and display their official RC/RC ID cards, that have been provided by the HRC.

3.7.2 Confidentiality

“Confidential Information” means all restricted information concerning the IFRC and other members of the Movement. It includes personal information on 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/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.) when not in use.

Personal computers, laptops, servers, external hard-drives or USB flash-drives that may contain documents of a confidential or sensitive nature must be password protected and themselves secured, whenever they are not in use. In addition RC/RC personnel should:

- a) Not to disclose Confidential Information to anyone outside the IFRC, except as necessary in the proper course of employment.

- b) Not to use Confidential Information for personal gain.
- c) Agree that any documentation (written or electronic) created or used containing Confidential Information during their employment will be the property of the IFRC.
- d) Return any such documentation to the IFRC whenever requested by the IFRC, and upon the end of employment.

These obligations continue after the end of employment with the IFRC.

3.7.3 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, mobile phone and home phone 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 Head of County Cluster Support team/HoCC 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 Head of County Cluster Support Team/HoCC.

3.7.4 Cameras

Use of camera's during official duties must be approved by the Head of Cluster. Never take pictures of military, police or security staff. 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. Never take pictures of ongoing security situations such as protests or lootings unless you are absolutely sure you can do so safely.

3.7.5 Information / Media

RC/RC Personnel are not to discuss operational activities with the media unless specifically authorized to do so by the Head of Cluster. Normally this will be done through the Cluster Communications Officer, the HOCC or any other authorized communications' officer in the field.

4 Transport

4.1 Restrictions

The following general restrictions apply to IFRC vehicles undertaking field trips:

- All IFRC vehicles must be clearly marked with the IFRC emblem ONLY, (stickers clearly visible/clean) accordingly to the standards of the IFRC (logistic).
- Authorization to remove the stickers from IFRCs vehicles can only be given by IFRC Secretariat Geneva via the Security Unit.
- Non-RC/RC staff may not be carried in IFRC vehicles without the consent of the Head of County Cluster Support Team/HoCC. They must be required to sign a waiver before travelling in IFRC vehicles.
- A transport request or mission order must be filled before travel. (Mission order must be signed by HoCC or acting and Security) Exception to vehicle assigned to a staff. Please see dispatch for further information.
- No weapons to be carried in IFRC vehicles, at any time, under any circumstances.
- Military and police vehicles are potential targets. RC/RC vehicles are not to travel in convoy with them.
- Delegates are not to ride or travel on motorcycles at any time while in Haiti.

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

4.3 4.11 SOP - Boat Regulations.

- All RC/RC personnel are to wear a life vest.
- Any boats used for offshore travel are to have effective communications and emergency equipment including flares, coloured smoke and lifesaving equipment.
- Any boat used is to be checked to ensure that it is 'sea worthy' and fit for task.

4.4 Helicopter Regulations.

See "Stay safe – The International IFRC's guide to a safer mission", pages 66 – 68.

4.5 Fixed Wing Aircraft Regulations

For work related movement within Haiti (e.g. Cap Haitien, Jeremie) HoCC may decide to allow delegates to use local air carriers. The use of any air carrier must be approved by the Security Coordinator.

5. Communications

5.1 Communication Means

At least one form of communications means is to be carried by RC/RC staff at all times.

- Managers must ensure that communications are established between operational field sites and the operational base in Port-au-Prince and that this communication is real time, two ways and available 24\7.
- Adequate telecommunication tools and system must be in place including back-up (hand held radio, mobile phones and satellite phone).
- No travel to any areas without secure communication capacity must take place.
- If no radio network coverage is available, a cell phone and satellite phone must be carried. You must ensure that all equipment functions correctly and that if pre-paid cards are used that sufficient credit is available.
- RC/RC personnel must carry a list of essential emergency contact information including, internal and external emergency numbers. All RC/RC personnel are issued a 'wallet size' emergency contact number card when they complete their security briefing. A list of emergency contacts including the National Society's countrywide is available in all Federation Vehicle.

5.2 Radio-room operations

- All movements outside IFRC Office/residences must be reported to HRC Radio Room.
- The Radio Room operates 24 hours a day. If you are unable to contact the radio room for any reason, you must make contact via mobile phone +50936700309 or via the Security Officer phone 48902804 if it is an emergency.

6. Office, Residential and Site Security

Office Address and Hours:

Office Address: The IFRC Office is within the Haitian Red Cross Headquarters at the Basecamp. The Office Address is: Avenue Mais Gate, Port-au-Prince, Haiti 6110, Haiti.

Office Hours: Monday – Friday 0800-1730 HRS – PER Security regulations, UNLESS mission dictates (and on a case-by-case basis) all personnel must leave the office by sundown (1800 HRS latest)

Weekends and Holidays: Office is not open unless mission dictates.

6.1 Office Security

Personnel are to ensure that:

- a) offices are not to be left open and unattended, all staff **are to ensure** that their office doors are closed and locked even when left for short periods.
- b) valuable items and money are not to be left in offices, even if doors are locked.
- c) confidential documents / material are to be properly secured.
- d) ID cards are to be used and visible, by **all persons** having access to the office.

Haitian Red Cross Headquarters (Basecamp)

- All staff from Red Cross/Red Crescent societies will have access to the compound unannounced after presenting a valid identification. Their ID card (issued by HRC) must be carried and visible at all times while inside the compound. IFRC delegates also carry their Geneva issued Identity card.
- All visitors will be screened by the HRC Security team. Please announce visitors to the IFRC National Security Officer who can liaise with HRC to allow access.
- All unannounced visitors including the UN, NGOs and uniformed personal (e.g. military and police) must first be cleared by the Haitian Red Cross assigned security personnel before entry can be granted.
- Unannounced visitors must be collected at the front gate of the compound by the person they are visiting – security guards are not in a position to escort visitors around HRC Central. Unannounced visitors will not be granted entry until they are collected.
- Weapons are not allowed inside the compound. All weapons must be stored outside the compound or in the lockable storage box in the Guardhouse at the gate.
- Visitors/daily workers wearing military look/type clothing will not be permitted access into the compound.
- All Red Cross/Red Crescent vehicles must park at the designated area, all other vehicles must park in the visitors parking area.
- Two first aid kits are available in the security office and Dispatch for everyone.

6.3 Cash Security

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

In accordance with the policy of Minimum Security Requirement (MSR) Senior field managers are to implement clear rules on finance security management, covering storage, cash transport, payments etc., in accordance with financial procedures.

For safes with combination codes the 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.

7. Medical

7.1 Medical Emergencies

In all cases of Medical emergency it is highly recommended to contact HERO (ground and air ambulance). For 24/7 medical tests refer to MediLab at Canape Vert. HRC also has a small clinic at the HRC Base camp that is managed by local doctors and nurse who have a supply of medication for use by RC/RC personnel.

Refer to - Medical Evacuation Plan.

7.2 First Aid *and* First Aid kits.

- A First Aid kit is located in all the IFRC Building Areas / Offices, in the IFRC Base Camp Containers.
- All Federation vehicles must have a First Aid kit.
- All Federation residences must have a First Aid kit.

First Aid training for IFRC Personnel will be organised on an annual basis through the Haitian Red Cross. The Administrative Assistant will be responsible for arranging the training.

7.3 Post Exposure Prophylactic (PEP) kits is available at the IFRC office in the Port au Prince.

The IFRC Office in Port au Prince Office has contacted and coordinated with UNDSS to also provide PEP Kits in addition to the PEP Kit purchased from Geneva that is kept adjacent to the HoCSST Work Station in the IFRC Office.

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

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 adjacent to the Security FP or HoCCSST work Station, thus maintaining the proper Chain of Custody of the same.

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

8.1 Fire

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

- a) Basic Fire Safety:
 - a. First, for your own safety, only attempt to fight Fires if you feel confident to do so and not putting yourself or any other member of staff in danger.
 - b. Firefighting and first aid and stretcher equipment has been installed throughout the Office.
- b) Emergency / Fire Training and Drills:
 - a. Administration Manager is responsible for all fire-related training.
 - b. All delegates and local staff should read and understand the fire instructions. If you have questions, ask now / not later.

8.2 Relocation Plan

The Country-specific Relocation Plan is held by the Americas Regional Office, with copies and a BRIEF distributed to staff for further dissemination.

ALL Managers are to ensure that all staff as familiar with the relocation plan and SOPs.

8.3 Standard Operating Procedures also include (See)

- Field Trip SOP
- Convoy SOP
- Radio operations SOP

9. Incident Reporting

The Federation Incident Report Format is 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, the incident is to be submitted.

9 Relocation and Contingency Plans

Relocation Plan

The Country-specific Relocation Plan is in annex for all staff members. All senior managers are to familiarise themselves with the plan and ensure that all staff is familiar with the relocation plan.

Contingency Plans

- **Road Blocks/Checkpoints**
- **Civil Protests** (including at the HRC Base Camp)
- **Fire**
- **Road Traffic Accidents**
- **Medical Evacuation Plan** Update in progress
- **Lost Contact** Contingency Plan How radio room should respond to the loss of contact with an individual or team in the field or in PAP.
- **Critical Incident Management** Contingency Plan

Contingency - Road Blocked and Check Points

- At times RC/RC vehicles and staff will encounter a road block or check point of some sort. It is important, therefore, to distinguish between the different types of road blocks or check points you may encounter in the field.
- It is potentially dangerous to lay down strict guidelines on behaviour at different types of check points since this will vary from situation to situation. Therefore, speak to the Security Team to identify where there are check points and road blocks and ask about the accepted form of behaviour.
- Be aware that check points and road blocks can vary from an official red and white, custom-made barrier to a piece of string or stones across a track. You should find out how to recognise the typical forms that check points may take in your location.
- Contingency - In case RC/RC personnel are more than 1 hour overdue from their expected reporting point, the Security focal point (+509 3484-9801) is to be notified and all electronic and other communication means available utilised in an attempt to locate the team member(s). If unsuccessful and depending on circumstances, a 2-3 vehicle search team will be deployed and/or the local authorities, the HRC and ICRC will be notified.

Contingency - Road and Traffic Accidents

- In Haiti accidents in general can draw angry and potentially violent crowds in a very short period of time. It is recommended that anyone involved in an accident proceed directly to a safe place (e.g. police station, IFRC, HRC office, UN or safe area) to resolve the situation.

- Remaining at the scene of an accident is considered to be a hazard to RC/RC personnel safety.
- If the accident is serious and your vehicle is immobilised, immediately contact the Radio Room and Security for assistance arrangement.
- In case of a minor accident and assuming it is safe to do so, ensure you have picture documentation of the damage and all contact details of the other driver and vehicle.
- Though the Radio Room will keep the Security Team informed, it is advisable for you to immediately contact the Security Officer yourself and seek advice.

Contingency Plan – Road Traffic Accidents

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

- a) Ensure that further accidents at the scene are prevented
- b) Assist the injured, if any.
- c) Call the Radio Room or the Security Officer and Fleet department to give position and character of the accident (who, when, where, what, future intentions/needs).
- d) Contact, if possible, the nearest police station (try to get a police report of the accident for insurance purpose).
- e) Do not admit responsibility and do not sign any paper.
- f) No agreement to pay any compensation is to be entered into without consultation with legal and security.
- g) The Logistics Coordinator is to be notified immediately phone no +50948902808
- h) 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 security
- i) If the vehicle has to be abandoned, take off the antennas, radios, flag and if possible remove the stickers

Contingency Plan – Fire

- Fire emergency guidelines have been developed and are posted prominently throughout the office. In the case of earthquake or fire, RC/RC personnel are to vacate the hard building and containers and assemble at the designated assembly point away from the buildings. For the IFRC team it is located under the open structure with a straw roof.
- If you observe a Fire shout 'FIRE FIRE FIRE' warning others and immediately move towards an exit and assembly point.
 - If a particular path is blocked by fire/smoke, seek an alternate route.
 - If smoke is causing difficulty in breathing and visibility, crawl along the floor and cover your mouth and nose with a damp cloth.
- The alarm can be sounded by a blow-horn, whistles and the fire bells. On hearing the alert, all RC/RC personnel are to proceed to the designated gathering point immediately.
- The HRC Central has a Hurricane Plan and a Fire Plan. Please ensure you familiarise yourself with these documents.
- In case of shootings/explosions within or in close proximity of the compound, all RC/RC personnel must seek solid shelter in their offices. Refrain from looking out of windows and doors.

All staff are to familiarize themselves with these guidelines and fire drills are to be conducted annually.



International Federation
of Red Cross and Red Crescent Societies

**ACKNOWLEDGEMENT
OF
FEDERATION SECURITY RULES & REGULATIONS
For CCST in Haiti**

I _____, declare that I have received, read and understood the Federation Security Rules & Regulations for the Office in Port au Prince, Haiti 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 umbrella⁴.

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:

⁴ 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 integrated Partner National Societies, family members of IFRC employees and integrated Partner National Societies.

- Successfully complete the “ Stay safe – IFRC Personal Security” e-learning course and familiarise 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 *MyHR* 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: