



International Federation
of Red Cross and Red Crescent Societies

FEDERATION DELEGATION IN INDONESIA

SECURITY RULES and REGULATIONS

31 JAN 2011

Approved by: Phillip Charlesworth
Head of Delegation

Date: 31 January, 2011

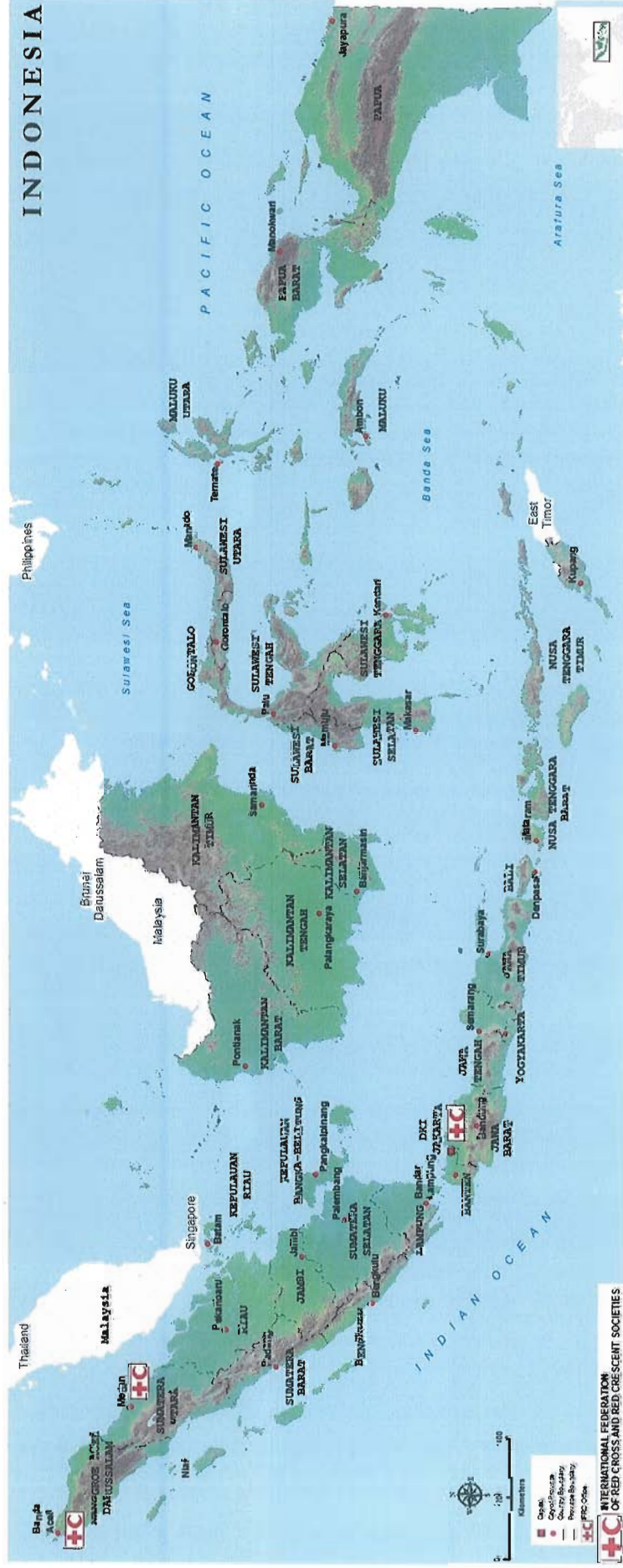


International Federation
of Red Cross and Red Crescent Societies

Table of Contents

Page		Page	
2.	TABLE OF CONTENTS	13.	EMERGENCIES Critical Incident Management
		14.	Contingency Planning Incident Reporting
3.	MAP OF INDONESIA	14.	PREMISES AND SITE SECURITY General Access Control Measures
4.	INTRODUCTION Documents Application	15.	FINANCIAL SECURITY Authorisation Cash Security
5.	Compliance Distribution		
5.	IN COUNTRY SITUATION General	15.	PERSONAL SECURITY Transportation Accidents
6.	Threat Assessment	16.	Earthquakes Tsunamis
7.	Training Responsibility General Conduct Cultural Respect Relationships		Pandemics and Health Concerns General Intimidation of Staff Common Criminality
8.	Federation Residences Federation Logo Curfews Area Restrictions	17.	Reputational Risk Terrorism Conflict Related Animal Attacks Protests and Demonstrations
9.	Personal Documents Photography Confidentiality Personal Privacy		
10.	Information Sharing Media		
10.	VEHICLE SAFETY General Restrictions	18.	ANNEX A : Security Phases
11.	Use of the Logo and Emblem Official Travel Before and During Travel	21.	ANNEX B : Medevac Procedures
12.	Accidents Public Transport Medical Emergencies (MEDEVAC) First Aid Kits	24.	ANNEX C : Security Incident Report
		26.	ANNEX D : General Security Guidelines for Natural Disasters
		32.	ANNEX E : Emergency Contact Details
		33.	ANNEX F : Indonesia Delegation Risk Matrix
		35.	Acknowledgement of Federation Security Rules and Regulations
13.	COMMUNICATIONS Network and Equipment Training		

International Federation of Red Cross and Red Crescent Societies





Reference: A. Security Framework and Minimum Security Requirements (MSR) for Federation Field Operations (Version 2.00) dated 29 May 2009

B. IFRC Security Framework in International Disaster Response Operations

INTRODUCTION

Documents

1. The purpose of these Security Rules and Regulations is to provide a security framework for Federation personnel to operate within an acceptable threshold of risk in Indonesia.
2. This is the latest version of these Rules and Regulations. They replace all previous versions but may be amended at any time by the Head of Delegation. Additions or changes will be issued by email.
3. Only Rules and Regulations specific to the Federation Delegation in Indonesia are covered in this revised format. Additional security related documents that are issued separately include:
 - a. Indonesia Delegation Specific
 - i. Security Advice and Guidelines
 - ii. Medical Evacuation (MEDEVAC) Plan
 - iii. Relocation Plans (National, Aceh and West Sumatra Level)
 - iv. Relocation Brief for Non-Essential Personnel
 - v. Security Guidelines for Domestic Ferry/Boat Travel in Aceh Province
 - b. Federation Standard
 - i. Red Cross / Red Crescent Code of Conduct
 - ii. Fundamental Principles of the Red Cross Movement
 - iii. Handbook for Delegates - 2002
 - iv. Fleet Manual
 - v. Finance and Banking Procedures and Regulations
 - vi. Critical Incident Management Within Federation Operations
 - vii. Security Incident Report Form
 - viii. IFRC e-learning Security training programme
 - ix. IFRC e-learning Security Management training programme
 - c. Recommended Reading
 - i. "Stay Safe" handbook – The International Federations' Guide to a Safer Mission
 - ii. "Stay Safe" handbook – The International Federations' Guide for Security Managers

Application

4. These Regulations are applicable to:
 - a. All persons whose legal presence in Indonesia has been obtained through the IFRC (including accompanying family members) at all times while they are in Indonesia;
 - b. Locally hired Staff and Volunteers, only while on duty, and any other persons operating under the IFRC umbrella in Indonesia



International Federation of Red Cross and Red Crescent Societies

5. For the purposes of these regulations, the term "Personnel" is used to refer to the above persons throughout this document.
6. The Head of Delegation has the ultimate responsibility for security in the delegation.
7. Integrated PNS Country Coordinators can impose additional Rules and Regulations on their own Personnel but they cannot contradict or cancel any of these Rules and Regulations.
8. Personnel who work for other organisations (e.g. spouses, ICRC, UN) may be required to follow that organisation's own Security Rules and Regulations. While on duty with their organisation, that person will follow the Security Rules and Regulations of their organisation so long as they do not contradict "The Fundamental Principles of The Red Cross / Red Crescent Movement" or violate the "Code of Conduct". Whilst off-duty, that person will be bound (as a minimum) by these Security Rules and Regulations. More restrictive off-duty rules may be imposed by their respective organisations, but less restrictive ones will be overridden by these rules.

Compliance

9. By signing their copy of the Regulations, each signatory gives a formal acknowledgement that they have understood them, and commits to abide by them.
10. Any breach of these Rules and Regulations will be considered misconduct or gross misconduct in accordance with the Federation Code of Conduct. As such, security breaches may have disciplinary consequences, up to and including the immediate dismissal. Security breaches may also be relevant to any evaluation of the performance of Personnel.

Distribution

11. An electronic copy of these Rules and Regulations is available to all Personnel via the Federation Intranet. Copies will be emailed to all PNS Country Coordinators and IFRC Delegates for further dissemination to staff.
12. These Regulations are not considered confidential but should not be distributed outside the Red Cross Movement. (See Section 1.7) Any third parties who are interested in reviewing this document should be referred to the Head of Delegation. Personnel are to destroy (by shredding) or return any hard copies of the Regulations to the delegation at the end of their mission or when the regulations are revised and new issues of the document are distributed.

IN-COUNTRY SITUATION

General

13. Indonesia is the fourth most populated nation in the world, with some 240 million people inhabiting an archipelago of more than 17,500 islands dispersed across a distance of 6,500 kilometres from west to east. Most people inhabit the five major islands of Sumatra, Java, Kalimantan, Sulawesi and Papua. It is a culturally diverse country, consisting of many ethnic groups and a variety of religions with Islam predominant among them.

Indonesia is situated on the ring of fire, a system of fault lines and chains of volcanic mountains located along the Pacific Rim. The archipelago is prone to natural disasters with earthquakes, volcanic eruptions, flooding and landslides occurring often.

Gaining its independence from the Dutch in 1945 after centuries of colonial rule, the country has negotiated a number of political struggles, military interventions and more recently, a process of democratic legislative and presidential elections. It has been plagued by ethnic and religious clashes and there have been several separatist movements, one of which led to the independence and separation of East Timor from the Republic in 2002. Although its economy is one of the richest in the



International Federation of Red Cross and Red Crescent Societies

region, the distribution of wealth is uneven with Java deriving most benefit from the natural and industrial resources of the country.

While generally stable, there is potential for unrest in a number of locations across Indonesia. These tend to have their origins in long standing religious and ethnic rivalries. When considered with the usual conflicts between progressive and conservative sections of the population and the inequitable distribution of wealth, the challenges facing the Government of Indonesia are substantial and complex.

Generally the situation in Indonesia is relatively settled at this point in time, however recent history shows that things can flare up quickly, and at any time. Personnel should familiarise themselves with the current situation prior to arrival and remain informed throughout their mission. Guidebooks and internet research, including recent news stories, are recommended for this. Security briefings must be carried out for all new arrivals to Indonesia, and there are situation specific security regulations for each sub-delegation. Head of Delegation is responsible for ensuring security briefings are carried out.

Threat Assessment

14. The majority of our delegates and visiting RC personnel visit Jakarta, Medan, Aceh or West Sumatra. The situation in Aceh prior to the tsunami was one of conflict and few expatriates were admitted to the region. After the MoU was signed in September 2005 the situation remained relatively calm, until a flaring up of tension during the April 2009 legislative election campaigns, with regular grenade attacks on key political buildings and kidnappings of key figures. In November 2009 there were two shooting incidents involving expatriates in Aceh Province, one victim being the Country Representative for German Red Cross. Recently there have also been reports of a possible Islamic militant resurgence with subsequent police cordon and search operations being conducted. A number of suspected militants, members of the security forces and civilians have been killed as a result. The situation in Aceh is being constantly monitored and updated and **staff intending to visit need to check first with Head of Delegation**. Similarly, more detailed information on the present situation in West Sumatra can be obtained from the Head of Office. In addition to the above, a number of areas currently experience at least some level of conflict. These areas include the islands of Papua and the Moluccas, which remain restricted to RC personnel (see also section on 'area restrictions' below).

15. Safety and Security concerns and dangers can appear anywhere and at any time in a variety of forms, manmade and natural.

16. The main threats faced by Personnel in Indonesia, with the associated residual risk currently assessed as high are: (see also risk matrix attached as Annex F)

- a. Transportation Accidents: Road, Sea and Air (the primary threat faced by Personnel in Indonesia)
- b. Earthquakes / Natural Disasters
- c. Pandemics / Health Concerns, especially Dengue

17. Somewhat lesser threats faced by Personnel in Indonesia with the associated residual risk currently assessed as moderate to low include:

- a. Protests & Demonstrations
- b. General Intimidation of Staff
- c. Common Criminality, and in particular petty theft and burglaries
- d. Reputational risk related to Code of Conduct issues and corruption
- e. Terrorist style attacks
- f. Conflict related threats, and in particular cross-fire incidents; and
- g. Animal (i.e. elephant, tiger or snake) attacks

Training

18. The Zone Security Coordinator is based in KL and is available for a variety of training sessions regarding various aspects of security.



International Federation of Red Cross and Red Crescent Societies

Responsibility

19. 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 for 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.

20. In addition, managers/supervisors are responsible to bring relevant IFRC security rules, regulations and advisories to the attention of their respective staff/subordinates and 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.

General Conduct

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

Cultural Respect

22. It is everyone's duty to inform themselves 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. National Staff should assist Delegates with this and bear in mind that respect is two-way. What may be acceptable amongst Indonesians may be misinterpreted by a Delegate and may cause offence. Patience and good humour are needed.

23. A tidy, and in some situations modest, standard of dress is expected and the following applies:

Jakarta, Yogyakarta, Medan, Bali and most tourist resorts are fairly relaxed about dress code but for the rest of the country, and going near places of worship:

- a. Women are required to wear pants or long skirts (at least knee length). Sleeveless shirts are not recommended outside of Jakarta and places listed above.
- b. Men can wear shorts, but they should be around knee length. Women should not wear shorts in public at all.
- c. Public nudity (including topless bathing for women) is absolutely not allowed anywhere.

Relationships

24. Intimate relationships between Delegates and Indonesian Nationals require discretion, as per the Code of Conduct, and in regions where Syari'ah Law exists they are prohibited.



International Federation of Red Cross and Red Crescent Societies

25. Intimate relationships between Personnel and beneficiaries are prohibited.

Federation Residences

26. Delegates (and other Personnel while on field trips) may only reside in approved accommodation.
27. Personnel are responsible for the behaviour and actions of guests they invite into their residence. Such guests are expected to abide by the Red Cross "Code of Conduct."

Federation Logo

28. The Federation logo is to be displayed on Federation Delegation vehicles and Delegation premises (excluding residences) as an indicative sign.

Curfews

29. No curfews currently exist in Indonesia, except in relation to field trips; this is mainly applicable in Aceh and West Sumatra sub-districts. Unless exceptional circumstances apply, RC/RC Personnel are not to travel outside towns or built up areas between 1800hrs and 0600hrs. All Federation vehicles on field trips must be in a base or safe area by 1800hrs. Delegates are expected to make allowance for a safety margin when on a field trip, and plan for the possibility of one hour of emergency preparation.
30. Should a curfew be imposed by Head of Delegation, Head of Office or local authorities for whatever reason, all delegates must comply strictly with the instructions given.

Area Restrictions

31. All of Indonesia is currently classified as IFRC White Phase Area. The situation in Aceh can change quickly, so please check before travelling to Aceh. (See also Annex A).
32. Area restrictions currently exist in Indonesia for the islands of Papua and the Moluccas. Papua has ongoing disturbances, and as of May 2009 the ICRC has not been able to continue its work on the island. The PMI leadership has expressly requested that no RC/RC expatriate member is to travel to Papua.
33. The Moluccas have experienced more than a decade of social and political unrest and violence. Although the triggers for these events remain the topic of debate, the impact on the civilian population remains extremely high. Also, the use of explosives during attacks poses a serious risk to both locals and visitors. This area is therefore out of bounds for RC/RC personnel.
34. Staff should also be aware that Aceh is a semi-autonomous province, and as such special government permissions and visas are required to enter the province. Staff should make themselves aware of the specific rules and conditions present in Aceh relating to Syari'ah Law. (See Banda Aceh Security Rules and Regulations November 2008)
35. All visits by personnel of any Red Cross/Red Crescent Society, to areas which are not currently within our areas of operation, are to be approved by IFRC Head of Delegation, who will in turn share the information with the Secretary General of PMI. Non-integrated PNS should have approval from PMI.
36. Certain roads may be closed at certain times due to prevailing conditions. Head of Delegation will advise on any current prohibitions.
37. Common sense prevails in that personnel, particularly women, should avoid walking alone at night in all regions and areas.



Personal Documents

38. Ensure that passports, foreign currency, credit cards, valuables, etc. are kept locked away.
39. Delegates must at all times carry their Federation ID card and a photocopy of their Passport and Visa. During all field activities, and when representing the Federation, a Federation badge must be worn visibly.

Photography

40. Never take pictures of military, police or security personnel and strategic infrastructure and installations such as bridges, power stations, dams etc.
41. Always ask before taking pictures of persons or areas and if in doubt do not take pictures and put away your camera.

Confidentiality

42. **“Confidential Information”** means all non-public information concerning the Federation and other members of the Movement. It includes personal information about Personnel 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, intellectual property relating to the Movement, and all **Security alerts, advice, briefs and assessments issued by the Federation.**

43. Personnel are responsible for the safekeeping of confidential and/or sensitive documents (whether paper or electronic) in their possession or used in the course of their work. Hard copies are to be kept in a secure location (locked cabinet, safe, etc.) at all times 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 secured, whenever they are not in use. It is furthermore recommended that staff maintain independent back-up copies of relevant files, including their mail archives, either individually or on a file share server provided for that purpose by the IFRC IT Department. In addition, Personnel are:

- a. Not to disclose Confidential Information to any one outside the Federation, except as necessary in the proper course of your employment.
 - b. Not to use Confidential Information for personal gain.
 - c. To ensure that any documents (written or electronic) that you may create or use containing Confidential Information during your employment will be the property of the Federation.
 - d. To hand over any such documents to the Federation whenever requested by the Federation, and in any case immediately upon the end of your employment.
 - e. To indemnify the Federation from any claims, demands or liabilities, including costs and expenses, should you not comply with this agreement at any time.
44. These obligations continue after the end of employment with the Federation.
45. Disposal of Confidential documents must be via shredding and/or burning.

Personal Privacy

46. 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, GSM 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 permission of that staff member or the permission of the Head of Delegation (with the concurrence and prior knowledge of the staff member).



International Federation of Red Cross and Red Crescent Societies

47. In cases where the Security Forces request details of a staff member in relation to an investigation, the enquiring officer is to be referred to the relevant Head of Office and the Head of Delegation is to be advised immediately.

Information Sharing

48. Information is a vital element for evaluating the security situation. Even a seemingly unrelated piece of information may help in seeing the bigger picture. Every staff member has the individual duty to share information with all concerned as an urgent priority.

49. Security related information should be shared locally with all Movement Partners and with the Head of Delegation as a priority.

50. Official communication with authorities and/or other groups (UN, GoI, Diplomatic, Security Forces, etc) for the purpose of evaluation of security in sensitive areas must only be done by the Head of Delegation. In Aceh and West Sumatra this includes the respective Heads of Office.

51. Personnel are to report to the Head of Delegation any contact/relationships they have with members of the Diplomatic Community, local political parties, representatives of the Government, Military or other belligerent parties.

Media

52. The Head of Delegation or specifically designated Delegates or local staff are the only Federation approved spokespersons. As a rule, Delegates and staff are not to make comments to the media unless authorised to do so by the Head of Delegation.

VEHICLE SAFETY

General Restrictions

53. The Delegation maintains a Zero Tolerance policy for drink-driving.

54. Only the Head of Delegation, Head of Support Services and, for PNS managed vehicles, the respective Country Coordinator (or acting CoCo) have the authority to permit anyone to drive Federation or PNS vehicles. Other delegates and staff DO NOT have the authority to lend or issue Red Cross/Red Crescent vehicles to non-authorized persons for any reason, including emergencies.

55. Safety belts must be used in all vehicles at all times, including in the back seat. Vehicle seats that are missing seatbelts or have non-functional seatbelts are not to be used, except on large buses.

56. Delegates are not allowed to drive nor ride as passengers on motorcycles at any time in Indonesia. Other Personnel riding motorcycles or bicycles are to correctly wear suitable helmets with fastened chinstraps at all times.

57. Local speed limits must be respected in all vehicles. If a RC/RC driver does not comply, he is to be reported to the person-in-charge of the Fleet Unit in the Logistics Department immediately. Maximum speed limits are:

- a. Roads in urban areas - 50 km/h
- b. Roads outside urban areas - 80km/h

58. Driver fatigue is a major contributing factor to accidents. Drivers are not to drive for more than 10 hours in a single 24-hour period, allowing for suitable breaks during the day. (Every 2 hours for 10 minutes and at least 30 minutes for lunch as a minimum.)



International Federation of Red Cross and Red Crescent Societies

59. No weapons or ammunition are to be carried in any vehicles at any time under any circumstances.

60. The use of armed escorts is prohibited.

61. For operations which use utility type vehicles with a rear tray, staff are not to travel as passengers on the tray. All those travelling must be within the vehicle.

Use of the Logo and Emblem

62. All Fleet vehicles must be clearly marked with only the Federation logo according to the Fleet Manual.

63. PNS' are not to add their National Society logo to vehicles.

Official Travel

64. All official travel outside town limits requires the use of a Fleet vehicle and RC/RC Driver. All travel must be conducted between 0600 hours and 1800 hours.

65. All field travel (with the exception of travel outside of Jakarta) requires radio room tracking. Missions are to contact their respective radio room before their departure in order to communicate (at a minimum) the vehicle(s) used, staff travelling, contact details and the intended route of travel. Similarly, deviations from the route, stop-overs and arrival at the destination are to be immediately reported. The radio room(s) in turn will monitor mission progress and will alert the respective security focal point and/or senior field manager in case a mission is overdue and/or unreachable.

66. The Two Vehicle Rule (both vehicles with VHF and HF radios) is mandatory when at Security Phase "ORANGE" and above.

67. Passengers other than RC/RC Personnel may not be carried in Fleet vehicles while being used on duty without the consent of the Head of Delegation or, for PNS managed vehicles, the Country Coordinator, and must sign a waiver before travelling.

68. Always inform the PMI Chapter/branch at the destination as to your plans to visit their area.

69. For all Federation and PNS Personnel a 'Travel Request Form' is required for all official travel to the field.

70. Travel into areas with other than Security Phase WHITE is limited to official travel only.

71. A Copy of the approved Travel Request Form is to be carried by the team leader (delegate, local staff member or driver, depending on the situation), at all times when in the field.

Before and During Travel

72. All vehicles must be mechanically sound and road worthy. The fuel, water and oil levels must always be checked, together with spare tyre, first aid kit, road map, tool kit, tow rope and radios before departure.

73. A road map of the country and a list of National and Regional Emergency Contact details must always be present in all Fleet vehicles.

74. All Fleet vehicles are to have at a minimum, enough fuel at the end of each day to travel to the next major town. In times of fuel shortages, vehicles are not to be used for anything other than emergencies after they have reached that limit.



International Federation of Red Cross and Red Crescent Societies

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

76. Government, Military and Police vehicles are potential targets. Personnel are not to travel close to them. Stop, allow them to pass and gain at least 200 meters distance from the last vehicle before continuing. If it is necessary to pass a very slow Military or Police vehicle – such as a tractor – then do so as soon as possible. Do not sit behind the slow vehicle for long periods if it is unsafe to pass, drop back and remain patient.

Accidents

77. In case of a Road Traffic Accident (RTA) the following procedure is to be followed:

- a. Contact the nearest radio room to give an initial report that an accident has occurred. If there is no radio room then your line manager is to be contacted. Provide details of who, when, where, what, future intentions/needs.
- b. Assist the injured, if any.
- c. Contact the nearest police station (try to get a police report of the accident for insurance purposes. If possible, the radio room can assist with this).
- d. Do not sign any paper.
- e. Do not admit responsibility.
- f. Do not agree to pay any compensation.
- g. The radio room/line manager is to notify the Head of Office/Head of Delegation and the person-in-charge of the Fleet Unit in the Logistics Department immediately when there has been an injury or serious damage.
- h. A statement of the accident must be recorded and submitted to the person-in-charge of the Fleet Unit in the Logistics Department, and a Security Incident Report is to be completed and forwarded to the Head of Office/Head of Delegation within 24 hours of the accident.
- i. If the vehicle is to leave possession of RC/RC personnel (i.e. if it is to be abandoned), the antennas, radio handsets and other valuable equipment are to be removed. If possible stickers should also be removed.
- j. Exemption to the rules is if the accident creates a situation that endangers your life (lynch mob, angry and violent population, etc) then you should try to leave the area ASAP. Only attempt to get away if you are 100% sure that you can. If not, remain calm and explain who you are and appeal to the crowd – STAY ALIVE.

Public Transport

78. Common sense should apply when getting into any form of public transport as its level of maintenance and the skill of its driver may detract from its overall level of safety. No particular restrictions apply, however, except for road travel by night and the exemption for the use of seatbelts on large buses as above.

Medical Emergencies (MEDEVAC)

79. See Annex B.

First Aid kits

80. First Aid kits are to be located in all RC premises and vehicles and are to be clearly visible and unlocked. They are to be checked quarterly by the delegates residing at the premises to ensure they remain fully equipped and up to date. Delegates are also responsible for checking the contents of first aid kits in vehicles before departing on field trips.



COMMUNICATIONS

Network and Equipment

- 81.** All communications systems used by The Federation are not secure and may be monitored by others. Sensitive information is not to be sent over either telephone or radio networks.
- 82.** Federation Radio Rooms have been established and are currently in operation at:
- a. Banda Aceh (Operational)
 - b. Lhokseumawe (Hong Kong RC) (Operational)
- 83.** A Radio Room operated by PMI is functioning in West Sumatra from 0700 to 2200 hours daily.
- 84.** All Federation Vehicles operating in Aceh or other field locations outside a major city are to be equipped with HF and VHF radios as a minimum.
- 85.** GSM and Satellite phones are to be pre-programmed with emergency numbers by the IT Department.
- 86.** The radio room in Banda Aceh is staffed 0700 to 2200 hours daily under normal circumstances, and 24 hours during an emergency. Radio rooms in the smaller outlying areas are staffed during normal office hours.
- 87.** All radio communication is to be either in English or Bahasa Indonesia.

Training

- 88.** All personnel using radios must have attended radio training and only those personnel approved by IFRC IT are authorised to use the network.

EMERGENCIES

Critical Incident Management

- 89.** A critical incident is defined as a situation that threatens, or has impacted on, the safety / security of Federation personnel, assets or operations and requires immediate action to mitigate or address the impact. Examples are:
- a. Serious Vehicle Accidents
 - b. Building fire
 - c. Natural Disaster
 - d. Caught in the crossfire, a mine blast or an area being bombarded
 - e. Caught in a rally or protest that might, or has, turned violent
- 90.** The Critical Incident Management procedure is detailed in a separate document. It is vital that personnel involved in an incident contact the relevant Radio Room or their line manager as soon as possible to allow the procedure to be initiated.



International Federation of Red Cross and Red Crescent Societies

91. It is prohibited for personnel to mention or comment on any incident to any third party without the direct permission of the Head of Delegation.

Contingency Planning

92. Relocation Plans are to be maintained by the Federation Field Representatives for each respective District. The Country-specific Relocation Plan is held by the Head of Delegation with copies and a BRIEF distributed to Senior Federation Managers and PNS Country Coordinators for further dissemination. It is vital that all personnel familiarise themselves with these plans and adhere to the required preparations well before the time to act comes.

Incident Reporting

93. A Security Incident is defined as any situation that has resulted in, or threatened to cause, injury, loss or damage to Federation Personnel, their personal property or The Federation's Assets or Commodities.

94. Breaches of these Security Rules and Regulations and the Federations Code of Conduct are also classified as a security incident and therefore must be reported accordingly.

95. The Federation Incident Report Format is detailed at Annex C and is to be submitted to the respective (National) Security Officer or (international) Security Focal Point within 48 hours of any incident. An electronic copy can be found on the Federation Intranet.

PREMISES AND SITE SECURITY

General

96. Each premises is different and needs to be officially approved by a Federation representative before a rental agreement is entered into.

Access Control Measures

97. In compounds/sites where Security Guards are operating, the guard will register every visitor coming and leaving the Federation premises in his logbook. All visitors entering the Federation premises will be issued a visitors card on entry. The card is to be numbered and worn as to be clearly seen. When departing, the visitor will return the card to the guard. After being registered the visitor will then proceed to the reception.

98. The receptionist will call the RC/RC Personnel whom the visitor has come to see. This person will come to the reception to meet the visitor and will escort them at all times within the premises, including back to reception at the end of the meeting.

99. If the visiting person is carrying a bag (not a small handbag) the guards are authorised to ask the person to leave the bag in the guard's room or to allow them to look inside the bag when entering and departing the building to avoid anyone to carry away any Federation property.

100. The guards will register all vehicles not belonging to RC/RC Staff, entering and leaving the Federation premises.

101. If any RC/RC Personnel, regardless of their position within the Movement, has a problem with a Guard and/or refuses to allow the Guard to search them, then that Person is to remain in place with the Guard and contact the Federation Security Coordinator (or senior Delegate in Field Offices) immediately.

102. Refusal to comply with any reasonable request by a Guard will be considered a breach of Security Rules and Regulations.



FINANCIAL SECURITY

103. Detailed finance and banking procedure and regulations have been produced and are available from the Finance Department in GVA. The Finance Department is to maintain an up to date copy of them.

Authorisation

104. Only those duly authorised by the Head of Delegation to do so, may engage in, or commit, the Federation to any financial transactions.

Cash Security

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

106. In emergencies holdings should not exceed IDR 300,000,000 at any time, and all cash is to be held in a safe. If the safe is operated by a key then the Finance Delegate shall retain one key and another key should be held off-site by the Head of Delegation/Office.

107. For safes with combination codes, the code is to be put inside an envelope with a signature across the envelope seal. The envelope should be marked as being the property of the Delegation/Office and held off-site by the Head of Delegation/Office. No other recording of the combination code is to be made.

108. Safes with combination codes must use the code in combination with the key to open the safe. The combination and the key will be held and used by two different people. Adequate back-ups will be assigned to ensure the safes are accessible when those holding the key and combination are on leave.

109. The transport of cash by Federation employees is to be undertaken only in exceptional circumstances and requires approval of the Head of Delegation.

110. No Federation staff member or delegate is allowed to transport more than USD 50,000 (or equivalent) from the Secretariat to the field or from one field location to another.

111. International transportation of cash across country borders shall be undertaken only by third party couriers as directed by Treasury Service, GVA.

PERSONAL SECURITY

Transportation Accidents

112. Road vehicle accidents are the biggest risk to Red Cross/Red Crescent staff globally, with Indonesia being no exception. As a result of this, certain rules have been established which are covered under Vehicle Safety in Section 9, and must be adhered to.

113. Indonesian airlines also historically have a very poor safety record, with the result being that a set of security guidelines for domestic air travel in Indonesia has been created, governing which airlines IFRC staff can use for domestic air travel in Indonesia. Staffs are required to make themselves aware of these.



International Federation of Red Cross and Red Crescent Societies

114. Likewise, travel by sea within Indonesia also carries a high risk and staff are requested to check with the Head of Delegation before undertaking travel by sea in-country. A set of Aceh specific guidelines have been established for sea travel and the same general guidelines will apply for the rest of Indonesia.

Earthquakes

115. Due to Indonesia's position in the Ring of Fire, and being situated on a system of fault lines, it is prone to earthquakes, and tremors are regularly experienced at different locations throughout the country. A set of guidelines for dealing with natural disasters is attached to this document as Annex D

116. Each IFRC office will have a designated earthquake assembly area, as well as a warden system in order that each staff member can be accounted for in the event of an emergency.

Tsunamis

117. Tsunamis can often occur after significant earthquakes and affect low lying coastal areas. If you are within 2km of the coastline then it can be anticipated that a tsunami will follow an earthquake greater than 6.5 on the Richter scale. See guidelines attached at Annex D.

Pandemics and Health Concerns

118. Malaria and Dengue Fever are common in Indonesia and all possible precautions should be taken, such as the use of insect repellent, suitable clothing which covers exposed skin, and taking prophylactic medications appropriate for the area being visited.

119. Avian Flu has been prevalent throughout Indonesia for several years, with 119 deaths from the virus having been recorded as at March 2009. At the end of June 2009 the H1N1 virus also made its way into the country, after being declared a pandemic by WHO. The Federation has a Business Continuity Plan in place should the situation deteriorate due to a pandemic.

General Intimidation of Staff

120. Acts of making threats, including death threats, are not uncommon in Indonesia. The IFRC views such acts as criminal in nature and will call on Police to investigate all such instances. Should the perpetrator be identified the IFRC will press charges and, should the threat originate from an IFRC employee or service provider (such as a local contractor), or someone on their behalf, that employee's /service provider's contract will be terminated immediately.

121. Any Personnel overhearing someone make threatening remarks about another RC/RC person must report the matter immediately. Personnel receiving such threats must not hesitate in reporting the incident. Although the vast majority of such threats are idle, additional attention to personal security should be undertaken by those who receive them.

Common Criminality

122. Common Criminality exists within Indonesia as per every other country in the world, with one of the biggest problems being corruption. So far IFRC staff have not been greatly affected by issues such as burglary, theft, assault, etc; however, staff are reminded to be vigilant with their own personal safety and security.

123. Staff should also be reminded that with the closure of many projects throughout 2010 there is likely to be an increase in such offences as burglary and theft, typical of exit processes. Staff need to be particularly aware of office, personal and home security.



Reputational Risk

124. Damage to the reputation of the RC/RC Movement (ICRC, the Federation, PNS and the PMI) can be caused by staff making political or inflammatory statements, violating the code of conduct and killing or seriously injuring people in major traffic accidents as examples.

Terrorism

125. Indonesia has experienced a number of acts of militant extremism since 2002. These occurred in cities or locations frequented by western tourists, namely Jakarta and Bali, and were perpetrated by religious extremists resulting in the deaths of not only tourists, but also local residents. The Government has stepped up efforts to combat the rise in such activities, and in late 2009 and early 2010 Police apprehended, and in several cases killed, several key targets who were believed to have been responsible for the Bali bombings, but despite their best efforts remained at large. This does not mean that Indonesia is at any less risk than it was previously, and there is a continued, credible risk that these kinds of attacks will continue. The various embassies update their websites with the current risks on a regular basis.

Conflict Related

126. There is a very slim possibility of staff getting caught in a conflict situation. In the early days of the Tsunami operation in Aceh this was possible, but now the situation is more stable.

Animal Attacks

127. Rabies is common throughout Indonesia and when bitten by domesticated or wild animals, assume the animal is rabid and get appropriate treatment.

128. RC/RC Personnel should be aware of the risk of wild animals if they are working in the field or holidaying in areas where wild animals such as elephants and tigers pose a risk to humans. Snakes can also pose a risk even in urban areas and inside houses. All personnel should be educated to identify venomous varieties of snake where they are prevalent in Indonesia.

Protests and Demonstrations

129. Protests and Demonstrations are very common throughout Indonesia and staff are to stay well away from any that they become aware of, in order that they do not become caught up in the ensuing riots or rigorous crowd dispersal methods used by Police.



ANNEX A:

SECURITY PHASES

A.1 Phases

The Federation is using standardised phases within its international operations; following are the standard phases used in the Delegation.

White Phase – 'Normality'

"Working conditions are ideal: no major security concerns"

Indicators/Trigger points

- 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 made 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 have to be taken into consideration. Security incident reports should be sent to the Security Unit on occurrence.

Yellow Phase: '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

- 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.
- Civil unrest, political and social conflict increases.
- Increase in violent crimes.

Plan of action

Provided the indicators above apply, no particular measures have to be taken into consideration.

- The Head of Delegation, in consultation with Geneva Security Unit, may consider putting in place a travel restriction for visits by external personnel if the situation deteriorates.
- Any incident is to be reported to the Head of Delegation as soon as possible for further follow up.
- Security updates provided to the Security Unit in GVA on a regular basis.
- Identification and stocking of Hibernation place(s).

Orange Phase: 'Emergency situation'

"Working conditions do not allow proper access to beneficiaries. Necessity to reduce number of expatriates and activities – tight security management is needed"

Indicators/Trigger Points

- Regular and widespread armed contacts and security force sweepings.



International Federation of Red Cross and Red Crescent Societies

- Heightened tension throughout the country and in towns.
- Civilian transport considerably reduced due to security concerns.
- Checkpoints active and significant presence of arms carriers.
- RC/RC staff have difficulty accessing all areas.
- Expatriates restricted to major towns (key base locations), etc. without clearance to move to field.
- Riots, political and social breakdown.
- Declared state of natural disaster.
- State of emergency declared by authorities.
- Violent crime against expatriates out of control.

Plan of action

Provided indicators above apply, the following measures have to be taken into consideration.

- Relocation of accompanying family members and Non-Essential Delegates to commence.
- Activities can continue close to the respective offices, but expatriate level is to be reduced to an acceptable minimum, allowing operations to continue.
- Programmes should be re-evaluated and prioritised.
- The Head of Delegation, in consultation with the Security Unit, will normally put in place 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.
- Expatriate personnel who will be taken out of the area of operations for reduction purposes are to remain in their respective office structures wherever they are, and ensure that they are in touch with Head of Delegation / Security Focal Point to await further instructions.
- All personnel carry mobile phones and essential phone numbers along with them at all times.
- Delegates and key staff members are issued with VHF handsets.
- Depending on the location, transport will be organised (e.g. small plane, helicopter) or an authorisation will be given by Head of Delegation for vehicles to move depending on the situation.
- Ensure that for the remaining personnel there is enough food reserves available (4-5 days' stock)
- Ensure communication material (phones, and spare batteries etc.) are fully loaded.
- Steps taken to harden premises with sandbags around walls, tape windows, restricted access to facilities.
- Review Closedown/Handover procedures
- Security updates provided to the Security Unit in GVA on a regular basis.

Red Phase 'Total Relocation/Hibernation'

"The security conditions do not allow work: delegates are a liability and their evacuation is necessary"

Indicators

- Widespread armed confrontations.
- Armed assaults against expatriates and INGO staff.
- Government orders expatriates to withdraw - Diplomatic or humanitarian community evacuates.
- Direct attack on or against RC/RC.
- Total breakdown or law and order.

Plan of action

Provided indicators above apply, the following measures have to be taken into consideration.

- Vehicle use to be minimised and personnel to stay put in their respective offices/homes.
- Thorough security checks are to be done before any road movement is allowed.
- No road movements with less than a two car convoy.



International Federation of Red Cross and Red Crescent Societies

- Personnel to ensure that they have communications with Security Focal Point to await further instructions.
- Each expatriate should have one bag ready with all his/her essentials ready (e.g. documents, some clothes, personal computer, etc.), weighing not more than 15kg.
- Head of Delegation will advise you on how to proceed.
- Constant contact between delegation and Security Unit GVA.
- Where possible relocation will be undertaken from any of the field locations to their local airport, from where people can leave directly from the province/country etc.
- Closedown/Handover procedures in accordance with the Delegates Handbook undertaken on evacuation.
- Should the situation be such that it is not possible to evacuate personnel due to the security situation, then personnel may be directed to 'hibernate' until either they can be relocated or the situation stabilises.

A.2 Hibernation

In some circumstances, particularly with a rapid decline in the situation resulting in a sudden declaration of Phase Red, the options to hibernate may be considered the preferred option by the Head of Delegation on advice from the Security Unit GVA.

Hibernation involves remaining in-doors in prepared locations and waiting to see if the situation stabilises.

Hibernation locations will be established at:

- Delegates residences
- All Federation Offices

The following preparations are to be undertaken on reaching **Orange Phase**:

- Identified Hibernation locations are to be hardened as far as possible with sandbags and blast film on windows.
- Communications are to be established and maintained between the Delegation and Security unit GVA, with back up communications systems.
- The hibernation location is to be clearly marked with the Federation logo and the protective emblem unless the security situation is such that this will create an added risk.
- Food, water, first aid and hygiene supplies and fuel reserves are to be established for a minimum of 14 days.

A.3 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 differs from other parts of the country.

Yellow Phase will be declared by the Head of Delegation at his/her own discretion following which he/she will notify the Security Unit in GVA.

Orange Phase will be declared by the Head of Delegation in consultation with the Manager of the Security Unit in GVA.

Red Phase will normally be declared by the Head of Delegation following (if time permits) authorisation of the Under Secretary General for Development, in consultation with the Manager of the Security Unit in Geneva.

A return to normal may be implemented by the Head of Delegation with respect to Yellow and White. If Orange and Red Phases have been implemented, the decision to return to a lower phase will be taken by the Under Secretary General for Development, following consultation with the Manager of the Security Unit in Geneva.



ANNEX B: MEDICAL EVACUATION PROCEDURES

Medical "evacuations" can be divided into two groups:

- **Emergency medical evacuation** can take place within the same country, to a neighbouring country offering more sophisticated health services or to the delegate's home country. It is determined by a severe health situation requiring immediate professional health care of a type and quality not locally available.
- **Medical repatriation** to the delegate's home country is carried out with a commercial carrier in non-life-threatening situations.

Local arrangements for delegates going to a third country for laboratory tests or medical check-up are not to be considered medical evacuations unless the treating physician has ordered/recommended it and there is a degree of urgency to it.

Regardless of the type of "evacuation", the following points apply in all cases (see Handbook for Delegates pages 245-246):

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

1. In case of severe illness or injury, the delegate should be admitted as soon as possible to one of the following Hospitals:

SOS Medika Klinik Cipete
Jl. Puri Sakti No. 10, Cipete
Jakarta 12410
24 hr emergency phone number: (62-61) 750 6001

Gleneagles Hospital
Jl. Listrik No. 6
Medan
Ph. (061) 456 6368 or (061) 456 6585

2.
 - a. If the illness or injury takes place in the field, inform the Head of Delegation immediately. If the condition of the delegate is severe and does not allow for road transport, the Head of Delegation can request an air-evacuation if a suitable airline company is available.
 - b. The Federation Heads of Offices in Banda Aceh and Padang keep up to date lists of medics, clinics, doctors, nurses and hospitals in their respective areas in the case of illness or injury.



**International Federation
of Red Cross and Red Crescent Societies**

3. The Head of Delegation will inform the HR Health Officer or the Duty Officer at the Federation Secretariat in Geneva, according to the Security Regulations, and will also provide the name and contact telephone number of the treating physician (once available).
4. It is the responsibility of the HR Health Officer, to inform the delegate's National Society, who will then contact the next of kin and the insurance company. The Head of Delegation will be the point of contact for HR Health Officer for any update on the delegate's health status until his/her discharge from hospital or evacuation.
5. The doctor at the hospital will advise if the delegate requires an evacuation, and the information will be forwarded via the HR Health Officer, to the delegate's insurance company who will liaise directly with the treating physician for the co-ordination of the evacuation.
6. In extreme emergencies, where immediate action is required and the situation is deemed one of "life or death" by a physician in the field, the Head of Delegation, on the advice of the attending physician, has the authority to evacuate a delegate and should take the necessary steps.
7. Before contacting the air-ambulance service make sure you have the following details ready:
 - a. You need an evacuation from (patient's location) to (Capital City, neighbouring country, third country)
 - b. Name, age, sex and nationality of the patient
 - c. Reasons for requesting evacuation (severe illness, accident)
 - d. Details on patient's condition. If patient is already in hospital give physician's name and contact number.
 - e. In case of medical evacuation from the field towards the Capital City or neighbouring country, be aware of the time required for the patient to reach the airstrip (this information is required if the flying time of the air-ambulance is shorter than the road transport time to reach the airstrip).
8. Make sure you have patient's passport, visa and vaccination card ready and, if possible, the insurance card



**EMERGENCY MEDICAL EVACUATION
Notification Procedures and Geneva Contact Numbers**

1. At field level the Head of Delegation has the final responsibility in ordering an evacuation based on the information he/she receives from the treating physician or, when no medical doctor is available, by any health professional dealing with the case. (Information must be given in writing).
2. The Head of Delegation will inform the HR Health Officer (mobile +41-79-217 33 19) or the Duty Officer at the Federation Secretariat in Geneva according to Security Regulations. Head of Delegation will also provide the name and contact telephone number of the treating physician/health professional (if possible). SOS Alarm centre Geneva (+41 22 785 64 64) or nearest SOS alarm centre) to be contacted directly by the Head of Delegation if it concerns a Federation contracted delegate/family member or Local/National Staff. The SOS International will contact the Health Officer in Field HR/Security.
3. It is the responsibility of the person contacted in the Secretariat in Geneva to forward the information to all relevant parties.
4. It is responsibility of the HR Health Officer to inform the delegate's National Society, who will then contact next of kin and the insurance company**.
5. The insurance company will contact directly the treating physician and agree on modality of evacuation (commercial flight escorted/not escorted or air ambulance).
6. The Head of Delegation will be the point of contact for the HR Health Office, for any update on the delegate's health status and evacuation plans.
7. In extreme emergencies, where immediate action is required and the situation is deemed one of "life or death" by a physician in the field, the Head of Delegation will take the appropriate steps to ensure the immediate evacuation of the delegate. If normal airlines cannot be used and the insurance company cannot be contacted, the Head of Delegation can authorize the charter of a special aircraft to the nearest location for adequate medical treatment (see Handbook for Delegates pages 245-246). The Health Officer will then be advised of progress.

Geneva Contact Telephone Numbers

As stated above in case of any health emergency, be it hospitalization or evacuation, the Health Officer in Geneva has to be immediately informed. If the Health Officer is unreachable one of the following alternatives must be contacted:

- Secretariat Duty Officer, Mobile +41 79 203 44 44
- Secretariat Security Officer, Mobile +41 79 217 33 71, +41 79 251 80 15, +41 79 308 98 42
- Tammam Aloudat, Mobile +41 79 251 80 20
- Secretariat Employment Relations Service, Duty Officer Mobile +41 79 217 33 09

** Delegates must be familiar with their insurance procedures vis-à-vis medical evacuation that is whether they need to contact the insurance company directly (as in case of SOS) or whether this is to be done by their National Society.



ANNEX C: SECURITY INCIDENT REPORT

All incidents involving death, serious injury, kidnapping, or which are of special sensitivity, must be reported to the Security Unit by telephone immediately. A completed incident report must follow within 24 hours.

All incidents in which Federation personnel or property are involved:

- any physical injury to any person,
- any significant damage to property (whether Federation property or not),
- any situation in which there was a serious risk of injury or damage, must be reported to the Security Unit by telephone or e-mail within 24 hours. A completed incident report must follow within 48 hours of the incident.

All other security incidents of any kind must be formally reported to the Security Unit, using this form, within 48 hours of the incident.

- 1. Country:**
- 2. Delegation:**
- 3. Name of Movement personnel involved, and their status:**
(eg Delegate, Local Staff, Volunteer, National Society, Visitor)
- 4. Length of stay in country/mission prior to incident:**
- 5. Date, time & place of Incident:**
- 6. Type of incident:**
(eg burglary, theft, robbery, car accident etc):
- 7. Description and cause of Incident:**
(State all relevant details in chronological order. Attach additional pages, maps and/or sketches if applicable.)
- 8. Names of Red Cross/Red Crescent staff injured, details of medical treatment and current status:**



International Federation
of Red Cross and Red Crescent Societies

9. **Details of Red Cross/Red Crescent assets damaged, details of nature and extent of damage, and whether insured:**
10. **Details of any injuries or damage sustained by third party:**
(State details of injury/damage and current status)
11. **Were local authorities (e.g. Police, Military, Government Agencies) involved at the scene or afterwards? Has the incident been reported?**
12. **Were staff and/or assets involved clearly marked with Red Cross/Red Crescent emblem? Was RC/RC targeted specifically?**
13. **Were operational and security procedures/guidelines followed?**
(If not, provide details of departures from procedures/guidelines)
14. **Was the incident the first of its kind?**
(State previous incidents in chronological order and indicate date of reports)
15. **Is there any remaining threat or harm or security risk?**
16. **Actions taken in response to incident and additional actions required:**
17. **Does the incident raise any issues of special sensitivity, importance or confidentiality?**

Yes/No – If “yes”, please telephone the Security Unit urgently to discuss.

Signature: _____

Name: _____

Title: _____

Date: _____



ANNEX D: GENERAL SECURITY GUIDELINES FOR NATURAL DISASTERS

Before

1. Check internet, radio or television for the latest information
2. Plan and practice an evacuation route. This plan should include information on the safest routes to shelters, roads in and out of the vicinity may be blocked, so pick more than one evacuation route.
3. Know the location of the nearest hospital or health post.
4. Agree on a regrouping point in a safe area, and make sure this is known to all delegates
5. Make sure you have the following emergency equipment in store:
 - a. Flashlight and extra batteries
 - b. Handset (Motorola) and extra batteries
 - c. First aid kit and manual
 - d. Emergency food and water / Essential medicines
 - e. Basic tools (spade, axe, rope, nails hammer etc.)
 - f. Maps of the area

During

1. Keep yourself updated. If possible, listen to radio or television for the latest information
2. Stay out of damaged buildings

After

1. Regroup in the safe area and conduct a head count. Make sure that all delegates are accounted for, or their whereabouts and condition are known.
2. Inform the Secretariat immediately after an incident
3. Check your for injuries and give first aid to those serious injured.
4. Remember the possibility of new earthquakes, aftershocks, flash flood, mudslides, heavy rain etc. after the initial disaster.
5. Inspect your building for damage and don't go back inside unless you're sure the house is safe. Aftershocks, flash floods, heavy rain etc. can be fatal if the building is already weakened or damaged. Stay out of damaged buildings!
6. Collapsing infrastructures, gas explosions and electrocution from damaged electrical network are some of the major threats after an earthquake.
7. Never touch wires lying on the ground, wires hanging on poles, or objects that may be touching them - they may be carrying current and could injure or kill if touched. Look for electrical system damage - if you see sparks, broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker – but only if you consider it safe to do so! Do not attempt to do so in case you have to step in water. Carefully leave the area and call for professional advice.
8. Look for fire hazards, flammable or explosive materials.
9. Check for gas leaks - if you smell gas or hear blowing or hissing noise, quickly leave the area - warn others! Do not use electrical switches, appliances, telephones or any flame if you suspect a gas leak, because sparks can ignite gas.
10. If leaking gas starts to burn, do not try to put the flame out.
11. Keep yourself updated. If possible, listen to radio or television for the latest information

Disasters Specifics Guidelines

Earthquakes

Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.



Indoors

Before

1. Identify safe places in each room;

- Under sturdy furniture such as a heavy desk or table or against an inside wall.
- Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.

2. Make sure that all delegates know where to find the emergency exits, fire extinguishers and First aid kits, and know how to use them.

During

1. Take cover under or alongside a piece of heavy furniture or against an inside wall and hold on.
2. Cover your head if possible with a pillow etc.
3. In countries where applied building standards fall well short of building codes required for levels of seismic activity (such as Indonesia), the principle recommendation is leave the building as soon as possible as the risk of it collapsing on you is far higher. If this is not possible, then seek a safe location inside.

Outdoors

Before

1. Make sure all delegates know how to respond during and after an earthquake.

During

1. Move into the open, away from buildings, trees, telephone and electrical lines, overpasses or elevated expressways.
2. Once in the open, stay there until the shaking stops.

In a vehicle

During

1. Move to a clear area away from buildings, trees, overpasses, or utility wires.
2. Stop quickly and stay in the vehicle.
3. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

Earthquake - After

1. Remember the possibility of new earthquakes or aftershocks!
2. Ensure that every one of your colleagues is safe, check yourself for injuries and give first aid for serious injuries.
3. Inspect your building for damage and don't go back inside unless you're sure the house is safe - aftershocks and new earthquake can be fatal if the building is already damaged. Stay out of damaged buildings!
4. Do not use electrical switches, appliances, telephones or any flame if you suspect a gas leak, because sparks can ignite gas.
5. Collapsing infrastructures, gas explosions and electrocution from damaged electrical network are some of the major threats after an earthquake.
6. If you smell gas, hear gas escaping, see a broken gas line, or suspect a broken gas line, evacuate the building.
7. If leaking gas starts to burn, get away - do not try to put the flame out.
8. Check for downed or damaged electric utility lines. Never touch wires lying on the ground, wires hanging on poles, or objects that may be touching them - they may be carrying current and could injure or kill if touched.

Flooding

1. Flood dangers do not end when the water begins to recede. Stay out of buildings if floodwaters remain around the building and when entering buildings, use extreme caution.



International Federation of Red Cross and Red Crescent Societies

2. Examine walls, floors, doors, and windows to make sure that the building is not in danger of collapsing.
3. Watch out for animals, especially poisonous snakes that may have come into the building with the flood waters.
4. Watch for loose plaster and ceilings that could fall.
5. 15 cm of fast-moving water will knock you off your feet, so do not walk through moving water if it is more than ankle deep. Only 60 cm of water will cause most cars to float. (30 cm of water will float 700 kg of automobile. 60 cm of water floats 1400 kg, the weight of an average vehicle).
6. Have a grab bag with the most essential stuff in case of emergency evacuation, including an emergency kit (water, food, torch, and first aid kit), warm tough clothing and personal essentials and valuables in plastic bags.

On foot

During

1. Climb to high ground and stay there.
2. Avoid walking through any floodwaters. If it is moving swiftly, even water 15cm deep can sweep you off your feet.

In a vehicle

During

1. If you come to a flooded area, turn around and go another way.
2. If your car stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled vehicles.
3. Follow recommended evacuation routes as shortcuts may be blocked.
4. Leave early enough to avoid being marooned by flooded roads.

Selecting a vehicle

1. Use 4x4 vehicles, with wet condition tires.
2. The air intake on many modern cars is located low down at the front of the engine bay and it only takes a small quantity of water sucked into the engine to cause serious damage. All engines are affected but turbo-charged and diesel engines are most vulnerable. The air intake should be positioned as high as possible, preferably to the level of the roofline.
3. Windows should be rolled down manually, not electrically in case the electrical system gets wet and windows can't be rolled down.
4. If fitted with airbag, it is recommended that the airbag, if possible, be turned off (could deploy if electrical system gets wet). Remember to turn the airbag on again when the situation returns to normal.

Driving

1. Use local experienced drivers and, if possible, always travel with your NS counterpart.
2. If you come to a flooded area, turn around and go another way. If driving a flooded road be aware that the road bed might not be intact under the flood waters.
3. If unsure about safety, stop the vehicle and observe other vehicles crossing.
4. Always be sure that the area you will enter on the other side of a flooded area or river is clear and accessible.
5. Always drive downstream if water is moving rapidly (rivers etc)
6. If you have to drive through flood waters try to drive in the highest section of the road if it is safe to do so.
7. Drive with the windows open (for quick escape if needed)
8. Take care if water is fast-moving. Even 30 cm deep water can wash a small car off the road.
9. Drive only fast enough to create a small bow wave in front of the vehicle. This prevents the engine getting wet and the tires not to lose their grip.
10. If the level of flooding has entered the passenger compartments (wet carpets) and the vehicle is fitted with airbag, do not turn the ignition on since it might deploy the airbag.
11. Follow recommended evacuation routes as shortcuts may be blocked.
12. Leave early enough to avoid being marooned by flooded roads.
13. If the vehicle stalls and can't be restarted, leave the vehicle and climb to higher ground. If the vehicle starts to lose grip and begins to float, counter it by open the doors to let water in to weigh it down. Many deaths have resulted from attempts to move stalled vehicles.
14. If using a boat then make sure that all communication equipment is watertight and use life jackets.



After a flood:

1. Remember that just because the water might be gone, the danger might still be present. Landmines moved by flood waters, stressed and angry wild animals and snakes are examples.
2. Remember the possibility of new floods and landslides!
3. Ensure that every one of your colleagues is safe. Personally check others for injuries and give first aid for serious injuries.
4. Inspect your building for damage and don't go back inside unless you are sure the house is safe.
5. Stay out of a building if it is surrounded by floodwaters, and use extreme caution when entering buildings as there may be hidden damage. The foundations might have been weakened, the electrical system may have shorted out and snakes might have ended up inside.
6. Listen for news reports to learn whether the water supply is safe to drink. Avoid floodwaters as water may be contaminated.
7. Water may also be electrically charged from underground or downed power lines.
8. Avoid moving water.
9. Be aware of areas where floodwaters have receded. Roads may have been weakened and infrastructure undermined. They could collapse under the weight of a car.
10. Stay away from downed power lines.
11. Clean and disinfect everything that got wet, as mud left from floodwater can contain sewage and chemicals.

Hurricanes/Cyclones

Before:

1. Make sure that all the team members are in safe locations (on high ground) before the hurricane/cyclone hits (the best option of course is to have all in the same location) make sure the house/hotel is in good condition.
2. The property (residence) and surroundings should be free of loose material that could cause injury and damage during extreme winds.
3. Wherever the team members are they should batten down - secure doors, board, and tape or cover the windows (avoiding flying glass and objects coming in).
4. Have a grab bag with the most essential stuff in case of emergency evacuation, including an emergency kit (water, food, torch, and first aid kit), warm tough clothing and personal essentials and valuables in plastic bags.

During:

1. Remain indoors- away from windows, skylights and glass doors, and remain in the strongest part of the building.
2. In flood prone areas DO NOT USE THE CELLAR since this can be extremely dangerous due to the existing flooding.
3. If the building you are in starts to break up/fall apart then the only option is to protect yourself with mattress, rugs, blankets or tarpaulin. Hold on to any strong fixture (such as water pipes) or get under a strong heavy table or bed. DO NOT RUN OUT IN THE OPEN!
4. Beware of the "calm eye" - don't assume the cyclone is over - if a calm period appears this is most likely because you are in the "eye" and violent winds will soon resume from the opposite direction.
5. If you are driving, stop and stay clear of trees, power lines and streams.
6. Avoid open flames such as candles and kerosene lamps, as a source of light.
7. Open windows in both ends of the building and take cover in a room without windows.

After:

1. You must be careful due to damaged power lines, bridges, buildings, trees, and new floodwaters.
2. Head count to make sure all the team members are safe and sound.

Hurricanes/Cyclones during flooding

1. The Hurricane/cyclone will make the flooding worse and might create different flood patterns so the teams should not be outside when the cyclone hits, but in safe solid housing.



International Federation of Red Cross and Red Crescent Societies

2. Storm surges or cyclones in already flooded areas can undermine building foundations by constant pressure of high water levels and the force of the cyclone. The additional flooding and cyclone can easily also create mudflows and landslides as well.

Tsunamis/Tidal wave

As tsunamis can be caused by earthquakes occurring at sea. Coastal residents should be extra vigilant during an earthquake, particularly events of greater than 6.0 magnitude. A noticeable rapid rise or fall in coastal waters can be a sign that a tsunami is approaching. A tsunami is a series of waves. Do not assume that one wave means that the danger over. The next wave may be larger. Stay out of the area.

Before

1. Identify safe high ground – the highest point that is accessible to you and reachable in a short time.

During

1. When you hear a tsunami warning, move at once to higher ground.
2. Never go down to the beach to watch a tsunami come in. If you can see the wave you are too close to escape it.

After a tsunami

1. Remember that just because the water might be gone, the danger might still be present.
2. Stay out of buildings surrounded by water and use extreme caution when entering buildings; there may be hidden damage, the foundations might have been weakened, the electrical system may have shorted out and snakes might have ended up inside.
3. Listen for news reports to learn whether the water supply is safe to drink. Avoid floodwaters: water may be contaminated.
4. Water may also be electrically charged from underground or downed power lines.
5. Avoid moving water.
6. Be aware of areas where waters have receded. Roads may have been weakened and infrastructure undermined. They could collapse under the weight of a car.
7. Stay away from downed power lines.
8. Clean and disinfect everything that got wet, as mud left from water can contain sewage and chemicals.

Volcanoes

Volcanic eruptions can hurl hot rocks for as far as 30 km. Floods, airborne ash, or toxic fumes can spread 160 km or more. If you live or work near a known volcano, active or dormant, be ready to evacuate at a moment's notice. Stay out of the area. A lateral blast of a volcano can travel many km from the mountain. Trying to watch an erupting volcano can be deadly.

- Be prepared for these disasters which can follow a volcanic eruption: Earthquakes, flash floods, landslides and mudflows, thunderstorms, tsunamis.
- Evacuation: although it may seem safe to stay at home or in the office and wait out the eruption, doing so could be very dangerous. The rock debris from a volcano can penetrate roofs, break windows and set buildings on fire. Leave the area as soon as you can.

Indoors (Volcanoes)

Before

1. Avoid areas downwind of the volcano
2. You want to get to high ground away from the eruption.
3. Get a pair of goggles and a disposable breathing mask

During

1. Close all windows, doors and dampers.
2. Put all equipment and machinery inside a garage or barn.

After

1. Clear roofs of ash fall (ash fall is very heavy and can cause buildings to collapse).



International Federation of Red Cross and Red Crescent Societies

Outdoors

Before

1. Avoid areas downwind of the volcano

During

1. If caught in a rock fall, roll into a ball to protect head.
2. Avoid low-lying area where flash flooding may occur and poisonous gases accumulate.
3. If caught near a stream, beware of mud flows.
4. If possible, seek shelter indoors.

In vehicle

During

1. Keep car or truck engines off.
2. Avoid driving in heavy ash fall (driving will stir up more ash that can clog engines and stall vehicles).

Protect yourself

- Wear long sleeved shirts and pants.
- Use goggles to protect eyes.
- Use a mask or hold a damp cloth over face to help breathing.
- Keep skin covered to avoid irritation or burns
- Stay away from volcanic ash fall, cover your mouth and nose.

Mudflows/Lahar Dingin in Indonesia

Mudflows are powerful "rivers" of mud that can move faster than people can walk or run. Mudflows occur when rain falls through ash-carrying clouds or when rivers are dammed during an eruption. They are most dangerous close to stream channels. Remember that flooding may occur after a mudflow.

Indoor

During

1. Stay inside.
2. Take cover under a desk, table, or other piece of sturdy furniture.

After

1. Check the building foundation, chimney and surrounding land for damage.
2. If safe, get away from the affected area (there may be danger of additional flows).

Outdoors

During

1. Try and get out of the path of the landslide or mudflow.
2. Run to the nearest high ground in a direction away from the path.
3. If rocks and other debris are approaching, run for the nearest shelter such as a group of trees or a building.
4. If escape is not possible, curl into a tight ball and protect your head.

In a car

During

1. If you come to a mudflow area, turn around and go another way.
2. If you approach a bridge, first look upstream. If a mudflow is approaching or moving beneath the bridge, do not cross the bridge. The power of the mudflow can destroy a bridge very quickly.
3. If your car stalls, abandon it immediately and climb to higher ground.

Feedback, proposals and comments

Security Unit: security.unit@ifrc.org



ANNEX E:

EMERGENCY CONTACT DETAILS

		<u>Phone Number</u>	<u>Radio Call Sign</u>
<u>JAKARTA</u>			
Head of Delegation	Phillip Charlesworth	+62 (0) 811 824 859	
<u>BANDA ACEH</u>			
Head of Sub Delegation	Ebrahim Faghihi	+62 (0) 811 827 463	O1
Security Officer	Ismail Daud	+62 (0) 812 108 1759	S2
Radio Room		+62 (0) 651 740 7841	IFRC Banda Aceh HF Selcall: 1101, 1102
<u>MEDAN</u>			
Head of Office (Acting)	Willis Sutanto	+62 (0) 812 1049 632	
Medan Duty Officer	Rotation Basis	+62 (0) 812 1049 636	
<u>WEST SUMATRA</u>			
Head of Sub Delegation	Hans Bochove	+62(0) 811 993 4997	
	West Sumatra Sat Phone	+8821651076809	



ANNEX F:

INDONESIA DELEGATION RISK MATRIX

<u>Threat</u>	<u>Likelihood</u> (also taking into account particular vulnerabilities as outlined below) Note: Likelihood is classified on a scale of <i>unlikely > possible > likely > highly likely > certain / imminent.</i>	<u>Impact</u> (also taking into account particular vulnerabilities as outlined below) Note: Impact is classified on a scale of <i>negligible > minor > moderate > severe > critical.</i>	<u>Revised Likelihood & Impact</u> (taking into account the various mitigating factors as set out in these Security Rules and Regulations)	<u>Residual Risk</u> Note: Risk is classified on a scale of <i>low > moderate > high > extreme.</i>
Transportation Accidents	Certain	Severe to critical, in case of a staff member's death.	Likelihood may be reduced to possible (for serious traffic accidents causing injury or harm to IFRC), however the impact nevertheless remains severe to critical.	High
Earthquakes / Natural Disasters	Certain	Severe to critical, in case of a staff member's death.	Likelihood of such disaster causing injury or harm may be reduced to possible , however the impact nevertheless remains severe to critical.	High
Pandemics / Health Concerns, especially Dengue	Highly likely if not certain.	Moderate to severe, at least to the individual.	Likelihood may be reduced to likely , however the impact of a serious illness affecting a staff member remains moderate to severe.	High
General Intimidation of Staff, including sexual harassment	Instances of intimidation & harassment of staff (& in particular national staff) are likely to highly likely	While the impact of such threats against the organisation as a whole will usually be minor , the impact on affected individuals can be moderate to severe	Likelihood may be reduced to likely , however the impact on affected individuals nevertheless remains moderate to severe &	Moderate to high
Common Criminality, and in particular petty theft and burglaries	While generally non-violent, the number of incidents involving IFRC personnel or assets has recently been on the increase. The likelihood of future incidents is considered to be highly likely , if not certain .	The impact of such a (nonviolent) incident on the individual is considered as minor , although the cumulative impact on the organisation (or the loss of sensitive documents) may be Moderate .	Likelihood may be reduced to possible , however the cumulative impact on the organisation nevertheless remains moderate .	Moderate
Reputational Risk, related to Code of Conduct issues & corruption	Possible	Potentially severe .	Likelihood may be reduced to possible , however the impact on the organisation nevertheless remains Moderate .	Moderate
Terrorist Style Attacks	The likelihood of somebody/anybody getting caught up in a 'terrorist' style bombing incident is currently assessed as unlikely to possible . The likelihood of such an attack specifically targeting IFRC is	The impact on the individual in case of serious injury or even death is considered as severe to critical . Similarly, the impact of a targeted attack against IFRC would be critical .	The likelihood of an IFRC staff member being caught up in 'terrorist' style bombings can be further reduced to unlikely . The impact however of both a coincidental and a targeted attack	Moderate



International Federation of Red Cross and Red Crescent Societies

	considered is assessed as unlikely .		remains severe to critical .	
Conflict Related Threats, and in particular cross-fire incidents	The likelihood of an IFRC staff member getting caught up in a conflict related incident is currently assessed as unlikely to possible .	The impact on the individual in case of serious injury or even death is considered as severe to critical .	The likelihood of an IFRC staff member being caught up in a conflict related incident can be further reduced to unlikely . The impact however remains severe to critical .	Moderate
Animal attacks (i.e. tiger, snakes, etc.)	The likelihood of an IFRC staff member getting caught up in a serious animal attack is currently assessed as unlikely to possible .	The impact on the individual in case of serious injury or even death is considered as severe to critical .	The likelihood of an IFRC staff member being caught up in a serious animal attack can be further reduced to unlikely . The impact however remains severe to critical .	Moderate
Protests & Demonstrations	Future demonstrations & protests are certain , even if not targeted against representatives of the international & humanitarian communities per se.	The impact of such a protest against an organisation's premises, or the impact on an individual getting caught up in another protest, is (currently) assessed as minor to moderate .	The likelihood of such protests affecting RCRC Movement personnel or assets may be reduced to possible . The impact of such a protest nevertheless remains minor to moderate .	Low to moderate



**International Federation
of Red Cross and Red Crescent Societies**

**ACKNOWLEDGEMENT
OF
FEDERATION SECURITY RULES AND REGULATIONS**

I _____, declare that I have received, read and understood the Federation Security Rules and Regulations of the Indonesia Delegation and agree to abide by them.

Signature: _____

Place: _____

Date: _____