



Security Preparation Handbook for Short Term Mission

Health Checklist

- Medical Check up:**
 - It is always good to have a through check up prior to departure. Ask your GP or Interhealth.
 - If you have any of the following diseases, make sure you have told your mission and asked your GP for advice: Hypertension, Asthma, Diabetes, Epilepsy, Renal Problems, Jaundice, HIV.
- Blood Group:**
 - Make sure you know what your full blood group is.
- Allergies:**
 - Do you have any drug allergies? Make sure your mission knows what they are.
 - Are you allergic to insect bites? Make sure you have the treatment packed in your First Aid Kit.
- Medication:**
 - Are you taking any medication regularly? Make sure you notify your mission and order enough to cover the period away.
- Vaccinations:**
 - Ensure all relevant vaccinations are up to date.
 - Carry vaccination booklet history at all times. Keep a photocopy of it.
- Health / Travel Insurance:**
 - Ensure you are fully covered throughout your trip timeframe.
 - Keep a photocopy of policy details x 4: Mission base (Head Office & Field), personal, carer. Ensure you have the contact details of the insurance firm in the region you are travelling to.
- Endemic Diseases:**
 - Research what specific diseases are endemic to region of travel (malaria, typhoid etc.)
 - Take prophylaxis and or emergency treatment in First Aid kit.
- Eyesight:**
 - Are you short-sighted? Ensure you take a second pair of glasses.
 - If possible it is good to take sunglasses (in your strength or clip on's)
 - If you wear contact lenses – investigate what solutions available (balky – possibly use monthly disposable, or daily.) In hot dusty climate, rather use glasses. Never swim with lenses in.
- Dental:**
 - Have a good check up before departure.
 - Emergency dental kit available – recommended for locations that are isolated.
- First Aid Kit:**
 - Take a personal First Aid Kit.

Legal Checklist

- Passport:**
 - Check Expiry date – must be at least valid for entire trip +.
 - Photocopy x 4:
 - Keep one with your travel documents
 - One with your mission Head Office
 - One with Mission Field site
 - One with Home / Carer / power of Attorney person.
- Visas:**
 - Research which countries you will be travelling through / to (even when in transit) and find out which need visas and where they can be purchased. Best to get prior to travel where possible. Always try and get multiple entry.
 - Always keep a photocopy of all forms filled out for visa application and a receipt of payments / passport submission.
 - If visas purchased at entry site, make sure you have the exact amount and currency ready for purchase. Change is not always possible!
- Driving License:**
 - Apply for an International Driving Licence where possible (usually through AA)
 - Keep photocopy of National and International x 4 (as above)
- Will / Last Testament:**
 - Make sure this is made up and left in a sealed and secure place where your carer knows it is.
- Power of Attorney:**
 - Recommended to have a person who can act on your behalf over your afforest / accounts.
- Letter of Invitation / Introduction:**
 - Where possible always have a letter of introduction from mission / host. Keep a number of photocopies with you.
- Passport Photographs:**
 - Always carry minimum of 8 photographs. Recommend that a negative of a good photograph is made and you can keep getting prints made in quantity.
- Health Insurance:**
 - Make sure you are covered in areas where your embassy advice is not to travel – only some company's cover these regions.
- Travel Documents:**
 - Keep a photocopy of your tickets in case of loss.
- Finances:**
 - Ensure all bank cards for fraud / theft
 - Research which currencies are best to take on site. Always carry minimum of US \$ 100 in cash.
- Next of Kin – Contact details

Vaccination Checklist

There is a general list of recommended vaccinations to keep up to date, and then region specific. It is best to check with a vaccination specialist on what you need prior to travel. Allow enough time to ensure you can receive all the vaccinations required in time.

NB: Ask to see if some vaccinations can be given in one injection, as there are combinations available.

Table of Vaccinations:

Need	Vaccination	Frequency	Checklist
Mandatory	Yellow Fever	1 every 10 years Need official stamp	
Strongly Recommended	Tetanus	1 (if primary course completed) lasting 10 years. Booster sometimes required	
	Diphtheria	1 (if primary course completed) lasting 10 years. Booster sometimes required	
	Polio	1 (if primary course completed) lasting 10 years	
	Hepatitis A (Havrix)	1, 2 nd dose after 6-12 months, lasts 10 years	
	Hepatitis B (mandatory for medical staff)	3 at 0, 1 & 6 months, lasting 3-5 years. Accelerated course available.	
	Typhoid	1 lasting 3 years	
	Meningitis	1 lasting 3-5 years	
	Influenza	1 year	
	Japanese Encephalitis	3 at 0, 7-14 & 28 days lasting 2-3 years or 2 at 0 & 7-14 days lasting 1 year	
	Pneumococcal	1 lasts lifetime	
	Tick-born Encephalitis		
Recommended	Rabies Mainly in rural / isolated areas.	3 at 0, 7-14 & 28 days lasting 2-3 years, or 2 dose course at 0 & 28 days lasting 1 year	
For At Risk People	MMR	2, at 12-15 months of age, 2 nd between 12-15 years. Adults may require it.	
	Chicken Pox		
	Whooping Cough / Pertussis		
Optional	Cholera Not regarded as effective	Oral vaccine. 6 year olds – adults: 2 doses last 2 years. 2-6 year olds: 3 doses last 6 months	
	BCG Tuberculosis - do not take the BCG vaccination, even if you haven't had it before, as this vaccine is questionable for adults		
HIV Status	Some countries require certificate of status on entry.		

Sites to check for latest info:

www.fitfortravel.nhs.uk

(the NHS public access website on travel health)

www.nathnac.org

National Travel Health Network & Centre

www.travelhealth.co.uk

Country Specific

Personal First Aid Kit

Medication can be bought from Interhealth or your GP can prescribe. For all medication a laminated treatment guideline should be enclosed with kit.

Medication	Dosage	Purpose	Checklist
Paracetamol 500mg tablets: 8	2 tablets 4-6 hourly Max 8 in 24 hrs	Analgesic: Pain and Fever	
Amoxicillin 250mg: 30	2 tabs, 8 hourly, for 7-10 days.	For infected cuts/wounds	
Bactrim 480mg: 20 Co-trimoxazole / Septrim)	2 tabs, 12 hourly, 5-7 days	For chest, urinary, ear infection & bloody diarrhoea with fever	
Flagyl 200mg x 42	2 tabs, 8 hourly for 7 days.	For bloody diarrhoea without fever, Mucus foul smelling diarrhoea & abdominal infections	
Doxycycline 100mg x 10	2 tabs stat, then 1 tab, 12 hourly, for 7 days.	For cholera, brucellosis, malaria, and any other severe infection	
Chloramphenicol 250mg x 30	2 tabs, 8 hourly for 5 – 10 days.	For typhoid, meningitis, and bronchopneumonia	
Metoclopramide 10mg x 6	1 tab every 8hrs (till N&V controlled).	For vomiting & nausea	
Promethazine 25mg x 6	1 tab every 8hrs	For nausea, allergic reaction, and sedation	
Malaria Prophylaxis: <ul style="list-style-type: none"> • Deltaprim • Chloroquine / Paludrin • Doxycycline • 	Decision with doctor for regime	To protect against malaria	
Chloroquine x 10	4 tabs stat, 2 tabs 6hrs later, then 2 in another 12hrs, then 2 tabs in another 12hrs	Treatment of Malaria	
Fansidar x 3	3 tablets stat	Treatment of Malaria	
Quinine x 21	2 tabs, 8 hourly for 7 days.	Treatment of Severe Malaria	
ORS x 5	Make up in 500mls of clean water (or as described on packet). Drink as tolerated and 200mls for every loose stool.	For dehydration	
Bandage x 1			
Gauze roll x 1			
Plaster x 5			
Steristrips x 1 set			
Surgical blades x 2			
Antiseptic x 2			

Personal Survival Kit

Items	Description	Checklist
Small Hip / Bum Bag		
Pen Knife	Simple	
Torch	Good quality, with spare bulb (Mag Lite / Head torch)	
Batteries	Two sets	
Mosquito Repellent	Spray or cream	
Sunscreen	High factor	
Lip cream	With sun screen	
Protective Mac	Multi purpose	
Nylon rope		
Water sterilizing tablets		
Survival Blanket		
High Energy Glucose Sweets		
Compass (GPS)	Make sure you know how to use it.	
Mirror	Small for attracting attention	
Small magnifying Glass	Good to start fires.	
Matches	Preferably waterproof	
Small candle	Can be shaved down to save space – can be used for frying.	
Needles & Thread	At least one with large eye and some strong thread	
Selection of fish hooks and line	Variety	
Flint and saw	Magnesium flint and saw	
Snare wire	Preferably brass, 60-90cm	
Flexible saw	Removable handles	
Medical Kit	See Full list	
Beta Light	A light emitting crystal – reading at night / fish lure.	
Condoms	X2 - can carry up to 2 litres.	
Pack in a small kit box, surround contents with cotton wool, which is good fuel to start a fire with.		
Water Bottle	1 litre	
Water Filter	Katadyne if possible	
Sleeping Bag	Check climate	
Mosquito Net / Tent		
Back Pack	Ensure it fits your back	

Preparation of Vehicle

- Fully check each vehicle before driving it. See list below. (Regular service log)
- Vehicles should only be driven by people who are experienced and authorised to travel. Always carry license and ID, car insurance documents, taxation proof, log book. (Keep a copy of all documents at base).
- Always tell the appropriate person / people when taking a car out where you are going, expected time of return and when necessary route. Ensure communication equipment available: mobile phone etc.
- Have a list of contact details of necessary people / places in car: Base, Road rescue, police, ambulance, insurance, embassy)
- Wear seatbelts at all times.
- Speed limits should be clearly set and adhered to.
- Always ensure that vehicles have a minimum of half a tank of fuel when parked up for the night. in cold climates a full tank is recommended
- Do not travel in the back of pick ups if possible.
- Keep all doors locked at all times to avoid theft or unwanted guests when slowed down or stationary.
- Avoid travelling at night.

First Aid Kit for Vehicle	Survival Kit for Vehicle	Tool kit
<ul style="list-style-type: none"> ▪ Providone: iodine 10% in aqueous solution (550ml): 1 ▪ Oral rehydration solution sachets: 6 ▪ Paracetamol tablets 500mg: 20 ▪ Adrenaline 1 ml: 1 ▪ Topical ointment ▪ Chloramphenicol eye ointment 1%: 2 tubes ▪ Triangular bandages 80cm x 127cm: 1 ▪ Elastic support bandages 7.5cm x 4.5cm: 2 ▪ Sterile dressing pads 20cm x 20cm: 5 ▪ Sterile gauze swabs, four ply, 7.5cm x7.5cm: 5 ▪ Crepe bandages 7.5cm x 4.5cm: 2 ▪ Plaster micropore tape 2.5cm x 10cm: 2 <p><u>IV administration sets: needles and syringes</u></p> <ul style="list-style-type: none"> ▪ Sterile disposal needles for injections: ▪ Luer 21g x 1": 2 ▪ Luer 23g x 1": 2 ▪ Sterile disposable syringes for injections ▪ Luer disp. 2ml sterile: 2 	<ul style="list-style-type: none"> ▪ Blanket ▪ Maps and compass ▪ Torch ▪ Water Jerry Can ▪ Fuel Jerry can + funnel ▪ Shovel ▪ Tow rope ▪ Plastic sheeting ▪ Fire extinguisher 	<ul style="list-style-type: none"> ▪ Tyre pressure gauge ▪ Spare ▪ Wheel brace ▪ Puncture repair kit ▪ Tyre levers ▪ Foot pump ▪ Battery jump -leads ▪ Lamp with crocodile clips ▪ Greaser and oil ▪ Socket spanner set ▪ Adjustable spanners ▪ Screwdriver set ▪ Hammer ▪ Pliers ▪ Hacksaw and spare blades ▪ Combination spanner set ▪ File ▪ Box of assorted nuts, bolts, screws & hose clips ▪ Length of electrical wire and electrical connectors ▪ Roll of electrical insulating tape <p><u>Lubricants/solutions</u></p> <ul style="list-style-type: none"> ▪ Engine oil ▪ Gear oil ▪ Brake fluid ▪ Grease ▪ Antifreeze

Security Analysis

There are three ways of handling security risks:

1. Reduce or remove the threat by gaining widespread acceptance for one's presence and work (ACCEPTANCE).
2. Reduce the risk, but not the threat, by making oneself less vulnerable with protective procedures and protective devices (PROTECTION).
3. Reduce the risk by containing and deterring the threat with a counter threat. These may consist of legal, economic or political sanctions and/or armed action (DETERRENCE).

Why have a security plan?

- Provides staff with an effective means of **preventing** and **mitigating** the effects of *foreseen* types of incidents. (new staff)
- When an *unforeseen* incident occurs, a plan can help staff react in an appropriate manner.
- To have a co-ordinated response to emergencies = rapid reaction.

Developing a Security Plan:

Definition: A concise statement of purpose with clear instructions on the use of the plan.

1. Background:
 - Mission mandate / mission statement
 - Summary of threat / risk assessment
 - Mission security strategy
2. Procedures:
 - For Movement
 - For communication
 - For Site management
 - For reacting to security incidents
 - For reporting / analyzing incidents
3. Plans:
 - Contingency Plans
 - MEDIVAC
 - Evacuation
 - Other high risk foreseeable events
4. Supporting Information:
 - Emergency Contact list / Addresses
 - List of personnel info kept on file at HQ / Base
 - Survival Bag list

Risk Assessment

Knowing your strategy helps you think whether you want procedures to support:

Acceptance – Protection – Deterrence

Risk Assessment: What are the specific types of threats most likely to occur?

Threats in Priority Order	Nature of threat	Threat Level	Effect of threat on Mission worker	Action to be taken is threatened

- What to plan for?
 - Events that are most likely and have the greatest potential impact
 - Take time to think it through
 - May need external help and preparations
 - Must be carried out in a rapid and efficient manner

What to include in a security plan:

- Nature of specific incident
- General concept of how to react to the incident, including sequence of staff activities
- Division of responsibilities between team
- State who is covered by the plan
- Security levels and appropriate responses specified
- What recourses are needed to manage the incidents
- Plan with what to do with assets, documents etc
- List of annexes: maps, forms, etc.

HAW Training & Consultancy

ASSESSING – PARTNERING - EQUIPPING

Humanitarian Aid Work

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