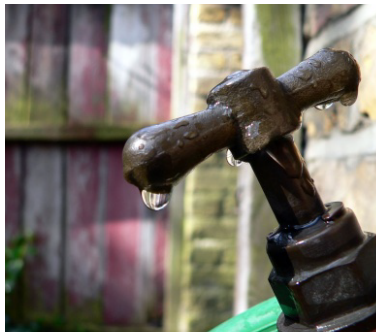




INTERNATIONAL MOBILITY SECURITY GUIDE







Introduction

ADICE uses the Compétences + method to prepare participants for international mobility. The security of the participants is our number one priority. Health and safety issues are included in all the modules of Compétences +. The aim is to raise awareness of potential risks and, by considering them in the light of the relevant local context, to pre-empt them in order to reduce the day-to-day security risks during the project to an absolute minimum.

Before beginning the preparation period, participant must commit to respecting the security guidelines provided and to conducting themselves irreproachably during the mobility period. This commitment is made regarding both ADICE and the relevant host organisation.

This handbook provides guidance, tools and resources **which will be helpful to participant in stressful or dangerous situations**. It does not cover all possible situations or eventualities; zero risk does not exist. However, certain basic principles and precautions are universal and apply both to calm and crisis security situations.

Indeed, although security risks differ from country to country, in the current climate it is essential to respect all the basic security measures whether the project is taking place in Europe or elsewhere.

Even if this guide focus on crisis situations, basic protection measures regarding health, hygiene, physical and psychological well-being shall not be forgotten. Therefore, this guide provides piece of advice for the well-being of the participants and and help to recognise the first signs of stress and tension.

Finally, a security quiz and a training session will be provided to all participants in order to ensure that all aspects linked to security have been taken on board before departure for a mobility project.

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I. Relationship between the participant, ADICE, and the host organisation during the mobility

The participant, ADICE and the host organisation shall encompass different roles in order to ensure security during the mobility project.



The participant

Each participant involved in mobility must ensure their own security (both during and outside of working hours), but must also behave in a way that does not create any security risks for colleagues or the local population.

Even if all risks cannot be completely removed, they are considerably reduced if they can be identified and anticipated. Each participant is expected to learn to evaluate risks. However, participants should make the most of their tutor's experience for help in evaluating risks.

Participant must, on a regular basis, keep ADICE up-to-date with their activities, living conditions on site, the security situation...: there is a follow-up e-mail to fill in every month.

It is essential to send clear and precise information in order to allow ADICE to make well-informed decisions and to thereby provide effective support.



ADICE

The project officer designated by ADICE, within the framework of the mobility agreement and the three-party contract, commits to supervise and provide **long-distance support to the participant throughout the mobility project. ADICE is fully responsible for all final decisions, notably regarding changes in the national or local security context.**

ADICE also remains in close and regular communication with the host organisation, allowing ADICE to have the latest news on the security conditions in the host country.

According to the danger level (see security protocol at the end of the guide), the project officer supervises, supports and advises the participant from long distance when the security level is stable.

When the situation is unstable or tense, the project officer will receive active support from the coordinator of the mobility department. If the security climate requires evacuation of the participant, the project officer must consult the director of ADICE.

An emergency phone number is available for participants (included in the mobility agreement) to allow them to contact their ADICE project officer if required.

In case of difficulties or if the local situation degenerates, contact between the three parties will become more regular (up to several times a day, if necessary) in order to ensure the security of the supported participant.



DON'T FORGET

- Provide your personal mobile phone number and e-mail address to the ADICE project officer and to the tutor from the host organisation; your embassy in the country, parents/family/friends
- Keep in touch with the ADICE project officer via the follow-up e-mail (at least once a month)
- Carefully read ADICE's health and security protocol prior to departure



The host organisation

The host organisation is responsible for overseeing and providing support to participants in their day-to-day tasks and for ensuring participants' security as required throughout the mobility project.

At the start of the participant's project, a briefing will be held by the host organisation during which all security and safety advice will be mentioned as well as a reminder of the security and evacuation plan.

The host organisation will remain in regular contact with ADICE, keeping the latter informed of the current security situation, among other aspects.

A tutor will be designated within the host organisation; via the three-party contract, the tutor undertakes to supervise the participant during the full length of the mobility period. This supervision includes all questions about participants' security.

According to the danger level¹, the tutor will supervise and advise the participant in a relatively independent fashion when the danger level is simple to manage. The person in charge of the legal side of the host organisation can intervene if the danger level increases.

¹ See *security protocol* p55



DON'T FORGET

- Make sure that you receive a briefing from your tutor when you arrive in the host organisation, ask him/her questions regarding security and read the available security documents when you arrive at the host organisation.
- Organise feedback meetings at least once a week with your tutor from the host organisation.



II. Security during the project

The aim of this chapter is to present the different risks which may arise during a mobility project as well as the precautions to take in order to avoid them. The idea is to provide practical advice in terms of conduct regarding the local population, information and travel in order to guarantee day-to-day security.

1. Inform and stay informed

During a mobility project, participants are confronted with a different environment which they must adapt to.

It is essential that **participants leaving for mobility periods, ADICE and the host organisation be accurately informed** of what is happening in both the local and national environments. This is primordial to ensure the security of participants and those around them on site.

ADICE and the host organisation will gather and communicate the relevant information to ensure that the project proceeds in complete safety.

When participants are on site, in addition to regular exchanges with the host organisation (the tutor, the organisation's personnel and ADICE), **they must remember to read the local and national press. Participants are also advised to listen to local radio and to watch local television** in order to learn as much

as possible about the economic and geopolitical context of the country in question, as well its historical heritage.

Participants may also **seek information from other organisations which are present** in the area, from other people participating in mobility periods and from the local population, who may be able to provide useful information on the situation.

Additionally, participants must stay **up-to-date regarding security questions via national or international organisations and institutions.**



HERE ARE A FEW REFERENCE SITES FOR INFORMATION ABOUT YOUR HOST COUNTRY

- Ministry of Foreign Affairs and International Development (Travel advice)
<https://www.gov.uk/foreign-travel-advice>
- Information centre about European institutions (presentation form for each member state of the Council of Europe)
<https://www.strasbourg-europe.eu/member-states-of-the-european-union-and-the-council-of-europe/>
- Current affairs and humanitarian studies
<https://www.thenewhumanitarian.org/>

It is **important for a security plan to be established with the host organisation**, thereby allowing participants to carefully evaluate danger levels throughout the mobility period. In this context, some information is important to consider in order to form a judgement about the situation and about security:

- The region's geography
- The complexity of the local and national political context
- The climate and potential natural disasters
- Local events
- Availability, localisation, and contact details for medical professionals and for those involved in security
- Availability and reliability of transport services.





There are several important questions which must be borne in mind throughout the mobility period about the following elements



The general situation in the country

What is happening on the political scene?

What is the economic situation? What are the major religions and how are relations between the different communities? What is the situation and perception of women in the country? What are the main events which have marked the country's history? Are there problems with corruption in the country?

The local context

What are the easiest ways to achieve integration? How are foreigners (British, Westerners) perceived in the region? What is the current state of relations between the population, local authorities and the relevant organisations? What impact will my arrival have on the local population? Must certain practices or customs be unavoidably taken into consideration?

Potential dangers

What are the main dangers in the region? What types of crime are committed there? What security incidents have occurred recently, notably regarding international personnel? Is there a terrorist threat? Is the country subject to environmental risks or natural disasters?



DON'T FORGET

It is essential to cross-reference information to gain a full overview of the situation.

Local authorities and influencers

Are they on good terms with my organisation? Are there any processes which need to be carried out in order to make myself known or to enrol with local authorities? What authorisations do I need in order to work? Who are the most influential local leaders? To what extent is the local police force respected and to what extent is it likely to act if required?

Geography, travel and access

Can the maps available be relied on? Is there a public transport network and if so is it reliable? Is access to intervention zones ensured? Is there a curfew in place? What is the safety level of road transport and road vehicles? Are there official checkpoints? Illegal ones? What documentation do you require to travel around the country?

Health

What are the current health risks in the country and in the region? Where is the nearest health centre and hospital to where I will be working/living? Who are the people I need to contact if there is an emergency at the project I am working on?

2. Behaviour and relationships with those around you on site

Throughout the mobility project, participants represent their home country, their host organisation and ADICE. It is therefore essential for participants to display exemplary behaviour in order not to create a poor impression of themselves, of their country, of the host organisation or of ADICE!

Participants' behaviour

Most security incidents arise from inappropriate behaviour on the part of participants, which can cause danger not only to them but also to those around them on site (the host organisation, the local population, friends).

Appropriate behaviour equates to respecting local rules, culture and practices. Furthermore, it is important to remember that the boundary between personal life and professional life is somewhat "blurred" during mobility. It is essential to not only display exemplary behaviour while working but also during leisure time (evenings and weekends).

In order to help with integration, participants can introduce themselves to the various relevant actors in order to explain why they are there.

Certain local customs and traditions can potentially be disconcerting for participants and be the cause of misunderstandings or even tensions with colleagues and those around them on site. If there is any friction, participants must



try to stay calm and not intervene directly by themselves. They should contact their tutor and inform the ADICE project officer who is supervising them.

A FEW BASIC RECOMMENDATIONS

- ➔ Remain respectful, polite and cordial with those around you on site (the words you use, the way you greet people),
- ➔ Display some interest in the local culture (ask questions, learn some vocabulary in the local language...),
- ➔ Dress appropriately (neutral clothing, not too revealing),
- ➔ Foster good relations with the local population (politeness, respect for traditions...),
- ➔ Strictly respect security protocols,
- ➔ Double-check the recommended security equipment and keep it with you at all times,
- ➔ Stay very well informed about the local, regional and national security context and climate,
- ➔ Respect the laws of the host country and region,
- ➔ Avoid inappropriate sexual behaviour (hiring prostitutes, unprotected sex, sex with beneficiaries of your host organisation, behaviour which is unacceptable to local mores),
- ➔ Do not partake of any illegal substances (and drink alcohol only in moderation),
- ➔ Do not use the resources of the host and sending organisations inappropriately,
- ➔ Take all the recommended health precautions,
- ➔ Double-check authorisations and always seek permission before taking photographs.



DON'T FORGET

Female participant may be confronted with different or greater security problems and **must therefore be even more vigilant** regarding security recommendations! Beware of the fact that the image and rights pertaining to women can be very different to those existing in your country.

If you do not respect the required discipline, local or regional laws or if participants display inappropriate behaviour, ADICE, in accordance with the host organisation, reserves the right to put an immediate end to the mobility period.

Similarly, if a participant is on the receiving end of inappropriate behaviour from a member of the host organisation or any other person in direct contact with the participant, ADICE, in accordance with the participant, reserves the right to put an immediate end to the mobility period.



With the local population

It is **very important to get to know and foster good relations with the local population** (neighbours, leaders and influential people in the area...) and to regularly talk with them (about your activities, about your role) in order to make yourself known and to learn more about the local context without being intrusive.

If you are authorised and invited, **it can be very interesting to attend local events** in order to integrate even more fully.

It can be highly important to ask local workers from the host organisation for advice beforehand about how best to communicate, local traditions etc.

With local authorities (prefectures, police, village representatives...)

It is **important to make contact at the very start of the mobility period** (preferably even before participants arrive) **with the authorities** (government, regional authorities: prefecture, city hall...) in order to **explain the participant's role** (duties, length of stay, intervention zones etc.)

This can also allow to pick up pieces of advice and information regarding any security risks in the intervention zone.

It is strongly recommended to have a member of the host organisation's personnel present when meeting with representatives of a local authority.

NOTE

Authorisations may be required in order to intervene in certain areas, which means that contacting local authorities can be absolutely essential before or at the very start of mobility periods.

With local partners

You will find that the host organisation will generally work with various local partners on the ground. In some isolated areas, the host organisation will introduce participants to partner organisations. These will be informed as to why the participant has come, the activities the participant will be involved in and the length of the mobility period.

These local partners can also play a key role in ensuring participants' security thanks to their knowledge of the situation, among other aspects.



3. Day-to-day security

Each individual is responsible for their day-to-day security! Being well prepared and well-disciplined is the best way to preclude potentially dangerous situations.

Register with the participants' country Embassy in the host country

As soon as they arrive, it is imperative for **participants to enlist on the register of ressortissants abroad and to provide contact details (address, phone number, e-mail address...)** to the **participants' country Embassy or Consulate in the host country**. It is essential to complete this process in order for the Embassy to know that an additional national is present in the country; it allows them to be contacted if necessary.

The Embassy provides various consular protection services: it regularly publishes security updates which are sent to nationals and it can also serve as a muster point in case of temporary security problems. The Embassy can also order evacuation of all nationals in case of serious problems. Representation in the host country is a precious source of security information, and all those involved in mobility periods must follow the relevant directives if a serious crisis arises (natural disasters, sudden outbreak of violence...).



DON'T FORGET

To register on your foreign ministry's website

The host organisation's personnel will assist participants in carrying out these processes during the very first days of the mobility period.

It is also possible to register with the Foreign Ministry, informing it of your upcoming mobility period, before departure. Register your foreign ministry's website does not, however, replace registering with the Embassy, but it does allow you to receive security updates by text message or email if the situation in the country degenerates in any way (crisis situation). The various institutions can also inform designated emergency contacts if required.

Identity papers and useful phone numbers



Going abroad (outside of the Schengen area) requires a passport with a validity which extends at least 6 months beyond the participant's **return date**. For mobilities within the Schengen area, a valid identity card and/or passport is required.

Once participants are on site, it is recommended that participants travel with photocopies of these identity papers with them, keeping the originals in a very safe place. It is also recommended for participants to scan all important documents before departure in order to have them available in their e-mail box and to be able to access them from anywhere.

Remember that it is important to provide it to your ADICE tutor, host organisation tutor, as well as friends and family with their **mobile phone number and e-mail address**.

Finally, it is essential to always carry (on their mobile phone and on paper) **the list of important contacts regarding your mobility project** (ADICE project officer, tutor or security delegate from the host organisation, the participant's embassy in the relevant country, emergency numbers for police, hospitals, fire services etc.)

Emergency numbers

112 can also be used as a free emergency call number in some countries outside the European Union from mobile phones only; in such case, you will be oriented towards the relevant emergency number for the country you are in.



These countries are:

- **In Africa:** South Africa, Zambia, Rwanda, Kenya, Uganda, Zimbabwe.
- **In Asia:** India, Jordan, Kazakhstan, North Korea, South Korea, Kuwait, Lebanon, Malaysia, Nepal, Pakistan, Saudi Arabia, Singapore, Syria, Tajikistan, Thailand, United Arab Emirates.
- **In China** a call to 112 will connect to a message in English and in Chinese which provides the numbers you need to call.
- **In Oceania:** Australia, New Zealand, Vanuatu.
- **In North/South America:** Canada, Costa Rica, Panama, Dominican Republic, Brazil, Colombia, Ecuador.



DON'T FORGET

112 is the emergency number which applies across the European Union, as well as in Switzerland, Norway, Iceland and Liechtenstein.



This list is still permanently developing.



DON'T FORGET



When you arrive, ask for the emergency numbers for the host country and check if 112 can be used.

When you arrive, make a list of phone numbers and e-mail addresses for the people, both on site and from ADICE, who you would need to contact in case of emergency and carry it with you at all times.



Communication equipment

Mobile phone

Communication equipment (mobile phone, computer) is essential to ensure basic security for participants.

PRECAUTIONS TO BE TAKEN

- Employ some discretion when using your mobile phone, especially if it is a Smartphone. Avoid phoning while walking along as you are likely to be inattentive.
- Make sure that your phone is well charged when you are travelling.
- Keep your mobile phone IMEI number so that you can provide it to your operator if your phone is stolen. It can thus be deactivated remotely and rendered useless to the person who stole it.
- Do not divulge any information about your personal accounts (e-mail, codes).



Money, bank cards and valuables

It is recommended that participants carry a small amount of money on them (no more than 20 or 30€) which can be used if required. In addition, participants should identify places where money can be withdrawn safely. Be careful to avoid withdrawing money from cash machines on regular days, at regular times of day or in regular places. If required, a trustworthy member of the host organisation's personnel can be asked to accompany participants.



Bank cards can be used via internet, but participants must be wary of false message online regarding blocked cards or other such problems.

PRECAUTIONS TO BE TAKEN

- Never transport large sums of money (just a small amount of cash) and never ostentatiously wear jewellery or other valuable objects.
- Find out beforehand about average exchange rates in the country and try to use official or advised organisations to exchange currency.
- Never provide any information about a bank card when on the phone.
- Try to use a rechargeable bank card for any internet purchases if possible.
- Check and double-check your money at regular intervals.



Burglary and valuables

Burglaries are a frequent occurrence in certain countries. Burglars only require a few minutes to break in and find what they are looking for (money, jewellery, gold, car keys...).

PRECAUTIONS TO BE TAKEN

- Make sure that the door locks and windows of your living quarters work properly and are solid.
- If you are living in or sharing a collective living area, make sure that your bedroom can be locked or that your personal effects are in a very safe place.
- When you are not at home, keep your valuable items (laptop computer, jewellery, money) in a locked room or safe. Piles of laundry, wardrobes and areas under mattresses are systematically searched by burglars.
- Keep small valuable objects or hi-tech items out of view.
- Do not keep large sums of money in your living quarters.





Participants should always make sure that they lock their doors when going out, even if only for a short period. Never put your name and address with your house keys. If a burglary does occur, participants should report it to police, even if very little has been stolen.

Attacks

In case of physical or verbal attacks, participants must not respond. Your physical wellbeing is more important than your objects. It is essential to put distance between yourself and any potential attackers. Participants must obviously avoid any acts which could endanger their lives.

It is strongly recommended that you report any attack to the police in order for them to open an inquiry. Participants must also **immediately inform their tutor and ADICE** by providing as many details as possible **in order to carry out the necessary processes** (medical, legal, evacuation...) according to the situation. Any witnesses available would greatly help inquiries.

PRECAUTIONS TO BE TAKEN

- When out walking, carry your bag across your body rather than on the shoulder with the opening facing inwards to discourage any attempts at "bag snatching".
- Avoid travelling alone at night.
- Do not go into isolated areas, stick to busy zones (while avoiding crowds where thefts occur more frequently).
- Be wary of any physical contact made during crowd movements.
- Be wary of any strangers approaching you.



Accommodation

Accommodation is your living space. It is essential that, for your health and well-being, this one must comply with the standards of your host country.

On arrival, you must take stock of your accommodation situation in order to identify any malfunctions: lack of smoke detector (this is not an obligation in all countries), electric cables near water, no access to water, etc.

In case of substandard and unsafe housing (mould, insulation, etc.), threat to your physical integrity (electrical outlet near water...), it is important to report your observations to your host organisation and ADICE. ADICE reserves the right to take any measures in favour of your safety and well-being.

PRECAUTIONS TO BE TAKEN

- Ensure that housing conditions corresponds to what has been established before departure with the host and sending organisations (see partnership agreement).
- Ensure that the norms are maintained in terms of electricity, insulation, water, etc. To be put in context according to your host country.
- Keep informed your host and sending organisations if you find any dysfunctions.



Travelling locally and vehicles

In general, the tutor from the host organisation will come to meet participants at the airport or station. If participants have to reach their living quarters or the headquarters of the host organisation by their own means (personal vehicle, public transport), they must make sure that they have all the necessary logistical information (GPS coordinates, address, phone number, entry code...).

To travel from living quarters to the workplace, there are different practices from one host organisation to another. During the first days of your mobility, you will be able to ask your tutor which is the best mode of transport to use. Most often, you will be accompanied by a colleague when travelling for work-related reasons.

If participants are to drive themselves, they must ensure that the vehicle is well maintained and insured. It is essential to have the appropriate driving licence. Some countries will require you to have an international driving licence (which can be requested before departure at the prefecture). Participants must carefully study the relevant highway code and road safety regulations (seatbelts, speed limits, alcohol limits...). Participants may only drive vehicles belonging to the host organisation if they have express permission to do so.



PRECAUTIONS TO BE TAKEN

- Respect all road safety regulations which apply in the host country (speed limits, seatbelts...).
- If you ride a motorbike, wearing a helmet is **OBLIGATORY!!**
- Remember to lock your vehicle (even if you are in it, if possible).
- Never drive a vehicle if you are drunk or if you have taken drugs.
- Do not get into a vehicle being driven by someone who is drunk or has taken drugs.
- Avoid constantly making the same trips at the same time, especially in regions where kidnappings frequently occur (in particular isolated areas).
- If a curfew applies in your host country, you must respect it!!!
- Make sure that your vehicle, or the vehicle you are driving, is properly insured.

**DON'T FORGET**

Road accidents represent one of the main causes of death during mobility projects, so it is essential to be extremely vigilant (vehicle quality, roads, road safety regulations, not driving after drinking alcohol...).

Alcohol and illegal substances

Every country has different legislation concerning production, sale and consumption of alcohol. In some countries, possession, selling or consumption of alcoholic drinks is simply illegal. In other countries, it may be subject to age restrictions or restricted to certain places. Specific punishments are stipulated by legislation, from fines to prison.



If consumption of alcohol is allowed, participants must make sure that they drink in moderation and responsibly. They must remember that drunkenness increases their vulnerability and the probability of certain risks such as attacks, thefts or fights... In all cases, participants must respect the laws which apply in the host country.

PRECAUTIONS TO BE TAKEN

- Do not consume any illegal substances, including alcohol if applicable to your host country.
- Make sure you know the laws of your host country.
- If you wish to purchase alcohol, make sure you buy it from reliable sources (be careful of potentially adulterated alcohol).



Sexual intercourse and abortion

The best precaution to take is, of course, to display appropriate and responsible sexual behaviour (avoid sexual relations with strangers, make sure you only have protected intercourse).

Abortion is generally subjected to specific legislation in host countries. It has been legalised in most European countries except in Andorra, Malta, San Marino, Liechtenstein and Poland where laws are still highly restrictive. Similarly, most countries in Africa, South America and Asia still have highly restrictive legislation in this area.

Apart from the law, practices can evolve very differently, either towards greater tolerance, or on the contrary, towards an increased difficulty (for example in Finland or Italy). Inform yourself well regarding your country.



DON'T FORGET

Abortion may be illegal in certain countries. In all cases, it will not be covered by health insurance.

Any abuse (including sexual) of children or vulnerable adults is of course strictly forbidden! ADICE has a zero-tolerance policy in this area. Any such abuse will bring an immediate end to the mobility project.

PRECAUTIONS TO BE TAKEN

- Use condoms for any sexual relations.
- Make sure you know about availability, quality and price of condoms in the area where you will be living and working.



Information security, social media and communication with the outside world

Some information and resources of the host organisation and ADICE resources are confidential and cannot be broadcast by participants except in case of absolute necessity as agreed by the tutor or relevant decision maker within the organisation.

Any information broadcast during the mobility period (concerning your official activities or not) must be treated with the utmost caution, especially regarding different media (radio, television, internet, social media...) as it can have direct implications for the security of participants and those around them.

It is important to remember that **blogs and other social media provide no confidentiality: everything which is posted becomes fully public and is archived on the internet, which can in the future be harmful to the digital identity of the participant.**

PRECAUTIONS TO BE TAKEN

- Make sure that any publications, photographs or videos which you publish on the internet or any form of media do not contradict the values carried by your project, your host organisation or ADICE.



Corruption

Corruption can often be widespread in certain countries (locally, nationally and internationally). It is essential for all personnel, including participants, to avoid

such misdeeds! If ever participants find themselves facing requests which seem inappropriate (services for money, special favours...), it is of capital importance that they tell their tutor or ADICE about it in order to find out what kind of attitude to adopt.

Weapons and control points

During their mobility projects, participants may have to go through control points (legal or illegal roadblocks, access controls for certain areas...), which are abundant in many countries. Many are above board; however others are not. **You must never try to avoid a checkpoint, as you will only attract attention.** In addition, it is important not to let things turn to a confrontation with people, to stay calm and polite and to supply what is requested without a fuss: participants' physical integrity is more important than their wallets.



Carrying weapons is strictly forbidden. Refusal to respect this stipulation will result in the mobility project coming to an immediate end.



III. Potential health risks during mobility

The aim of this chapter is to inform all participants about the various preventative measures which should be taken in order to minimise health risks. It contains information about the most widespread illnesses and diseases and the best practices to adopt. The last part of the chapter concerns stress management during mobility.



1. Health and hygiene

In some host countries, diseases and infections are numerous and very different from those which exist in the home country of the participant. It is of paramount importance to make sure that your mobility period is carried out in the best possible conditions and **that participants pay attention to their health and lead as healthy a lifestyle as possible**. It is therefore essential for participants to be vigilant and to stay informed about the health status of the country they are staying in (water quality, rare or tropical diseases, health system...) **and to strictly follow all recommendations**.

General state of health

If participants are feeling ill, they must consult a doctor as soon as possible. If their state worsens (fever, high level of pain...), they should tell their tutor and immediately make their way to the nearest hospital, accompanied by a person from the host organisation.

PRECAUTIONS TO BE TAKEN

- Always carry a list of useful contacts with you (doctors, health insurance, hospital...);
- Make sure that you know your blood group and insurance number and keep your vaccination records in a safe place.



DON'T FORGET



BEFORE DEPARTURE

- Go for a medical check-up and get a health certificate.
- Find out about the vaccinations you will require according to the country you are going to and make sure they are up-to-date when you leave.
- Make sure you know the emergency numbers and your health insurance number.

Rest and relaxation

Cumulative fatigue causes vigilance to drop and can also reduce your ability to react in dangerous situations, especially if your mobility is taking place in a country with a tense or unstable security situation.

It is important for participants to benefit from recovery time in order to avoid excessive stress and potential lapses of attention which can be dangerous both for participants and for those around them.

PRECAUTIONS TO BE TAKEN

- Make sure that you have enough rest periods (especially in stressful situations).
- Make sure you sleep enough each night.



Food and water

A change of diet and lack of hygiene in food preparation can cause digestive problems. Diarrhoea and vomiting are the most common symptoms and are often the result of contaminations linked to food or water.

Illnesses and bacteria are often passed on via the hands, so make sure that you take all possible hygiene precautions concerning your hands.



PRECAUTIONS TO BE TAKEN

- Eat healthily and make sure you drink a lot.
- Drink bottled water and make sure that the bottle has never been opened before you start drinking from it. If bottle water is not available, boil tap water or use purification tablets before drinking it.
- Make sure that you wash your hands regularly (particularly before every meal).
- Make sure that you dispose of litter correctly.
- Keep the kitchen, the bathroom and the toilets clean.
- Make sure that you know where food has been bought from and wash fruit and vegetables with water which has been boiled.
- Only eat fruit and vegetables that you have prepared yourself. If you eat out, make sure that your food is well cooked (especially meat and fish).



Sexually Transmitted Infections and Diseases (HIV/AIDS/STI/STD)

These diseases and infections are highly present in many countries. It is essential to follow the appropriate health precautions in order to avoid any risk of contracting such conditions.

The most effective precaution is, of course, to display appropriate and responsible sexual behaviour (avoid sexual relations with strangers, make sure you only have protected intercourse).

Infections due to insects and animals

Certain countries are faced with a high infection rate of malaria, yellow fever or other tropical diseases which are spread by insects, particularly mosquitoes. These infections can have very serious consequences (sometimes fatal). It is essential for participants to be well informed whether such diseases or infections are present in the host country.

PRECAUTIONS TO BE TAKEN

- Ask your doctor for advice and ask questions about the precautions to take in case of any diseases or infections which are specific to your host country (which medicines/prophylaxis to take as a preventative measure? What are the symptoms which you should be alert to?).
- Find out about the diseases which are spread by insects or other animals which exist in your host country (tropical diseases...).
- Find out about the availability of insect repellents in the host country (sprays, mosquito nets...) and make sure you have some before you leave if necessary.
- Apply the repellent to exposed areas of skin.
- Wear long sleeves, trousers and socks from late afternoon onwards in order to avoid being bitten.
- Avoid contact with animals which could be infected (dogs, cats, rats, monkeys...).
- Sleep under a mosquito net which is in good condition.
- Use anti-mosquito products to kill any mosquitoes inside your living quarters.
- Equip doors and windows with mosquito nets.
- Choose buildings which are some way away from areas to which mosquitos are attracted (stagnant water, orchards...).





HERE ARE SOME REFERENCE SITES WHICH WILL INFORM YOU ABOUT THE HEALTH RISKS IN YOUR HOST COUNTRY

- UK Ministry of Foreign Affairs travel advice by country ("Advice by country" section)
<https://www.gov.uk/foreign-travel-advice>
- Pasteur Institute
<https://www.pasteur.fr/en/medical-center/vaccination/general-recommendations>
- World Health Organisation (WHO)
<https://www.who.int/malaria/travellers/en/>

First-aid

The host organisation must have first-aid kits available. However, it is a good idea to make his own emergency kit and to keep it in his living quarters. It is also important to find out who of those on site is qualified to give first-aid.



PRECAUTIONS TO BE TAKEN

- Verify where medical infrastructures are located; find out about their quality and the capacity they can hold (find out from your host organisation the easiest way to get there in an emergency).
- Carry emergency numbers with you at all times (hospital, fire service, police, doctor, host organisation tutor, ADICE).
- Protect yourself from the sun (hat, long sleeves, long skirts/trousers, sun cream).



Example of first-aid kit:

Purpose	Useful equipment	Active products
Stop bleeding	<ul style="list-style-type: none"> • Pair of disposable gloves • Compress 	<ul style="list-style-type: none"> • Hydro-alcoholic solution
Protection from heat or cold	<ul style="list-style-type: none"> • Survival blanket 	
Combat hypoglycaemia	<ul style="list-style-type: none"> • Two wrapped sugar cubes 	
Clean a simple wound	<ul style="list-style-type: none"> • Disposable gloves • Sterile compress 	<ul style="list-style-type: none"> • Antiseptic wipe or liquid • Hydro-alcoholic solution
Protect a simple wound	<ul style="list-style-type: none"> • Sterile adhesive plasters (various sizes) 	
Pain relief for an injury	<ul style="list-style-type: none"> • 2 triangles of fabric • Instant cold compress 	
Combat diarrhoea		<ul style="list-style-type: none"> • Anti-diarrhoea medicine (Smecta, Immodium...)
Combat pain		<ul style="list-style-type: none"> • Usual painkiller (paracetamol, aspirin...)



Source: www.secourisme.net





2. Stress management

During the mobility period, participants may experience some stress. It may be **"positive stress"**, which makes participants more dynamic and energetic, helping participants to overcome challenges and take the initiative or it may be **"negative stress"** caused by worries or fear and which generates inertia and unhappiness. It is also perfectly normal to go from one of these states to the other.

Within the mobility project, it is highly probable that participants will be in demand, have several different duties to attend to at any given time and will face certain frustrating aspects (lack of results, lack of interest from partners, logistical problems, rejections etc.). It is therefore important for participants to manage their activities and resources.

Recognising the signs of rising stress level allows you to make the necessary adjustments to combat the stress (rest, relaxing activities, meditation, sport...). This is essential for participants themselves but also for those around them, allowing them to provide support as quickly as possible. The symptoms can be different according to people's personalities and backgrounds.

Stress can have very serious consequences if it is not dealt with, causing burn out or even aggravating existing health problems (high blood pressure, eczema, psychological illnesses...).

Traumatic culture shock

The expression **"culture shock"** refers to the disorientation felt by a person who is faced with an unfamiliar lifestyle. Culture shock is unavoidable during any international mobility, as it automatically implies a new environment and a loss of the usual reference points (family and friends are far away, new living space, new work rate, learning a foreign language...).

An **"adaptation stress"** can manifest itself at any stage from a few days to a few months after the start of a mobility period. This shock is perfectly normal. It is not always easy to adapt; it is a process of finding fulfilment in your new environment.

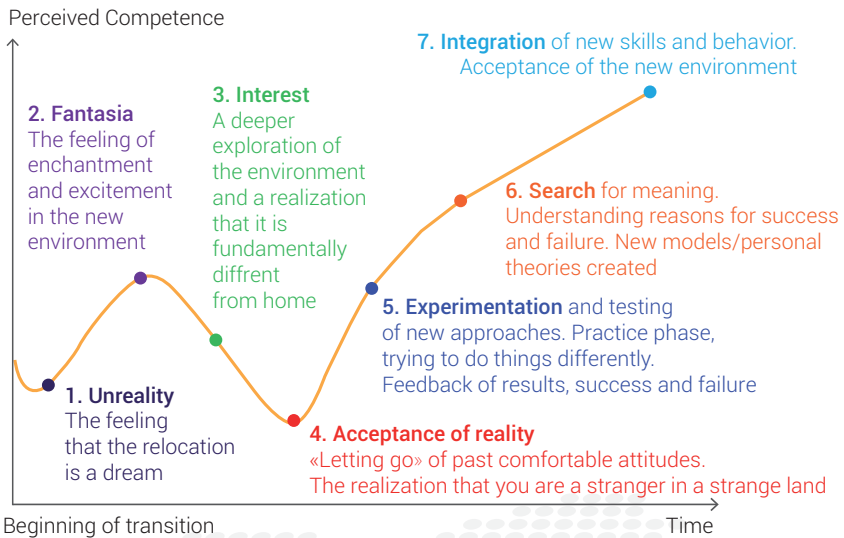


Adaptation is therefore different for every individual; people take different amounts of time to adapt. The best way to minimise the effect of adaptation stress is to gain as much information as possible about your host country and to be as prepared as possible: if you know what to expect, you will be less anxious.

Cumulative culture shock can appear after several changes/small difficulties (food, work rate and rhythm, lack of rest, integration difficulties...); it can be an additional source of tension, causing further stress and frustration for the participant to manage.

Research by McCormick and Chapman, displayed in this graph, shows the different emotions which are most often experienced by people undergoing mobility over time.

Adaptation process curve (by McCormick and Chapman)



Source: <http://www.coachingexpatries.com>

MRR

The "MRR" system is essential to stress management:

Meals, Rest, Relationships

HERE ARE SOME TIPS TO HELP YOU MANAGE STRESS



- ➔ Identify sources of stress and try to avoid them,
- ➔ Try to keep things in proportion, take a step back!!
- ➔ Talk about what you find difficult and what you find satisfying with your tutor (both from the host organisation and ADICE),
- ➔ Analyse difficulties as long beforehand as possible, be brave enough to say "no" when you have too much work,
- ➔ Listen to advice, especially when it comes from people who are concerned about you,
- ➔ Talk with your friends and family regularly (via e-mail, Skype or on the phone...)
- ➔ Take part in leisure activities (sport, culture...),
- ➔ Take a change of environment from time to time (tourist visits at the weekends...),
- ➔ Allow yourself a few little pleasures (food, leisure, shopping...),
- ➔ Take care of yourself (rest, hygiene),
- ➔ Take part in activities which will help you to integrate (ceremonies, festivities, language lessons...),
- ➔ Force yourself to enter into several personal relationships and identify the people who you can get closest to (compatible personalities, common interests, possibility of trust),
- ➔ If you are on long-term mobility, take a holiday (go to another region, return to your country of origin for a visit) to refresh yourself.

If you go through a highly stressful situation, don't hesitate to talk about what happened with your tutor in the host organisation, to your ADICE project officer as well as those around you on site and make sure you keep people around you.

The ADICE project manager can put you in touch with a psychologist if necessary.

Here are some reference points:

SYMPTOM OF EXCESSIVE STRESS

- **Loss of objectivity** (vision of yourself, of your work, of those around you, of situations which are going on),
- **You are less effective in your work** (low concentration, low motivation...),
- **Unusual behaviour** (anger, aggression, tension, sadness, intolerance, regular requests to speak with people, excessive complaints, isolation from others...),
- **Insomnia, tiredness, lack of appetite...**
- **Health problems** (back pains, digestive problems...),
- **Use of substances for escapism** (alcohol, drugs, medicines...),
- **Risky behaviour** (unscheduled travel, tensions with others on site, abusiveness....),
- **No satisfaction or pleasure inside your work or outside.**

Stress breaking point

“Stress breaking point” is when a person reaches the point where they can no longer tolerate or adapt to stress levels. When a person is exposed to intense stress over a long period, a point arrives when they can no longer find the resources to adapt to it and deal with it. **When a person reaches their breaking point, they are not usually the first to notice it. Often, the realisation will come from those close to participants, as they will be worried about his behaviour or their reactions.**

Stress breaking point can come in many different shapes: emotional overload, trauma, burn out... In certain cases, the best solution is to leave the mobility project, whether temporarily or definitively.

This kind of stress can appear in very specific cases such as:

- Loss of someone close to you,
- Witnessing or being a victim of extremely violent act,
- Being a victim of sexual violence,
- Being a victim of a road accident or a burglary,
- Being a victim of death threats,
- Being kidnapped...



PRECAUTIONS TO BE TAKEN

- Talk about what you find difficult and what you find satisfying with your tutor (from the host organisation and ADICE),
- Make sure you keep people around you,
- Take a break by indulging in a few simple pleasures (sport, food, rest, leisure).



Post-traumatic stress disorder

Post-traumatic stress disorder (PTSD) is a state which is characterised by the development of specific symptoms (irritability, negative emotions, jumpiness, concentration difficulties...) due to having been exposed to a traumatic event (death/injury threats, natural disasters, sexual violence...). Such a shock can alter your perception of yourself and of your personal safety (exhaustion, low self-esteem, fear of taking risks...).

All of this stress can have diverse consequences if not treated:

A. Short term: Burn Out, mood swings, periods of depression

B. Long term: aggravation of pre-existing health problems (high blood pressure, eczema...), psychological illness (depression).



IV. Crisis management

In security terms, a crisis refers to a sudden and serious degradation of a context which brings about instability, increased risks, the appearance of new risks and threats. Breakout of armed conflict between two states, terrorist attacks, riots or a natural disaster (volcanic eruption, earthquake, floods...) are all examples of crises. This chapter provides the security procedures and precautions which should be followed in a crisis situation during an international mobility project with ADICE.



1. Be prepared

In a crisis situation, you will generally need to take immediate emergency action: your capacity to make appropriate decisions and to adopt the right reflexes depends on your level of preparation (knowledge of relevant security protocols, knowledge of the country) and your ability to analyse the situation (assessment of risks, common sense).

Before departure, it could be useful to take a first-aid course. The Red Cross provides such courses in various countries.

By going on the website of the Red Cross in your home country you can find a first-aid course. For instance, <https://www.redcross.org.uk/first-aid/book-a-first-aid-course>

HERE IS SOME ADVICE

- Make sure that you are aware of the rules and procedures, issued both by ADICE and your host organisation which should be followed if there is a security incident,
- Always carry with you a list of contact numbers for those who play a key role in your mobility period (from ADICE and in your host country) as well as for the nearest hospitals or health centres, the Embassy etc.
- Make sure that your phone and all other communication equipment are working properly, especially when travelling,
- Ensure that you are aware of the most common risks and dangers which exist in your host country/region/town. This will help you to know how to react if you have to face these events.



2. Security incidents

During mobility periods, **the personnel from the host organisation as well as participants must know the security rules and the procedures which must be followed in case of security incidents** (theft, fire, conflict...).



DON'T FORGET

It is essential to communicate regularly in order to ensure your security – and that of those around you – in a crisis situation!

Make sure that your communication equipment is reliable and always carry a list of contacts from your host organisation as well as ADICE with you.

In case of natural disasters



In certain regions, the risk of a natural disaster (earthquake, floods...) is important. **It is essential to be aware, both prior to and during the mobility period, of the types of natural disaster which could occur in the host country** (earthquakes, floods, tsunamis, cyclones) because security procedures differ according to the type of natural disaster.

Even if it is difficult to predict earthquakes, if participants are in a zone where one could well occur, they must find out what they should/should not do if there is an earthquake.

Participants must **regularly read the security assessments issued by their Embassy in the host country.**

It is also very important to **be aware of where muster points and safe places are located** so you can make your way to them if a natural disaster occurs.

In high cyclone risk areas, participants must check the condition of their living quarters and their working area to ensure that the infrastructures will resist (that they are adapted for this type of natural disaster).

In areas subjected to flooding, participants must **check that their living quarters are not too close to rivers or other watercourses and that they are situated at an appropriate height.**

If the mobility project is to take place in a zone with a high risk of natural disasters, it is important to **keep reserves** (medicine, food) which would see participants through several days in their living quarters or working area.

Incident reports ²

Whether it is an incident you have been a victim of or an incident that you have seen (attack, equipment incident, physical accident...):

- **It is essential that participants and/or the tutor from the host organisation send an incident report to ADICE.**

² See Security incident report p66

The report can be written by the participant or by the host organisation. It must contain the following elements: Place, people involved, date, time, incident type, past and future consequences, current situation. This report will allow ADICE to take the necessary measures and provide effective support. A debriefing session will be held between ADICE, the host organisation and the participant in order to analyse the incident and provide solutions as rapidly as possible.

Serious and fatal incidents

If there is an investigation, the host organisation will have to work with the relevant local authorities (police).

IN CASE OF SERIOUS OR FATAL INCIDENTS

- The host organisation must inform ADICE and the relevant local authorities.
- The host organisation must contact medical and/or emergency organisations as quickly as possible in order to ensure the participant's security.
- ADICE will inform the participant's family and friends, the Embassy in the country in question and the insurance company which will be responsible for evacuating the participant, if required.
- The host organisation will provide coordination and work with the relevant local authorities (police...) if there is an investigation.

3. Temporary suspension of mobility, on hold

Any deterioration in security conditions within the host country can result in a temporary suspension of mobility until a normal situation is re-established. A definitive end to the project can occur if the situation does not allow it to continue in correct security conditions.

On hold

In some cases (riots linked to elections, a rise in criminality...), participants may be requested to go "on hold" to wait for a security situation to improve. Going on hold means staying in a secure area (most often this will be the participant's

living quarters) until you hear otherwise and wait for instructions regarding recommencing your activities (if the situation returns to normal, which is rare) or evacuation.



A period of being on hold needs to be prepared for and also means that you need to have sufficient reserves of water and food in both your living quarters and working area to hold out for several days. You will also require all other items which are necessary for day-to-day life (glasses and any medicine you need, torch, cash etc....).

The decision to suspend the mobility period or to put it on hold can be taken by the tutor from the host organisation and definitively confirmed by the ADICE project officer. This involves both parties immediately acting on the decision. In such a situation, participants must follow rigorously instructions given by their tutor from the host organisation or from ADICE.



4. Evacuation

A major crisis can bring about a definitive end to the mobility period and immediate evacuation from the danger zone. If the crisis is very localised and contained, evacuation will take place to another region of the country; if, on the other hand, the crisis has spread across the whole country (armed conflicts, big natural disaster...), participants will be evacuated to another (neighbouring) country or their country of origin.

Alert



If the participant and the host organisation identify tensions or growing instability, they must immediately inform ADICE and prepare for the various measures which could be taken (suspension, on hold, evacuation) to ensure the security of participants.

Evacuation plan

When possible, it is recommended that participants take part in full-scale evacuation drills. It is important to draw up an evacuation plan with the host organisation in a language which can be understood by all of the personnel. This plan will mention the procedure, those who will oversee evacuation, the muster point and the equipment which needs to be brought in case of evacuation.

Evacuation procedures

If evacuation occurs, participants, with the help of the host organisation, must follow all procedures (as far as possible) set out in the evacuation plan. The host organisation and participants must inform ADICE as quickly as possible in order to confirm evacuation (if the security situation requires it, participants must be accompanied to a safe area without waiting for ADICE's permission). In all cases, participants must not panic. They must follow the instructions given by the host organisation, as the latter is best placed to know the risks and dangers. It is essential for the evacuation procedure to be as simple and as quick as possible.

Participants must in no case make the decision to evacuate or independently launch the evacuation procedure of their own accord. They should be supervised by the host organisation, ADICE or their Embassy. In the same way, if evacuation is to take place, decisions regarding the place, the time and the mode of transport taken to a safe place are not for participants to make and participants must cooperate and follow any instructions participants are given.

Once participants are in a safe area, ADICE will take over from the host organisation and organise for participants to be brought back to your home country, if required.

Evacuation is quite a shock and can cause a wide variety of emotions: a feeling of guilt about those who were left behind, frustration, stress... These emotions require participants to remain calm and detached.

In all of its actions and decisions, ADICE makes the safety of its own participants essential and host organisation or participants may not refuse to follow instructions issued by ADICE (evacuation to another region, return to country of origin...).

SURVIVAL KIT

In a crisis situation, it can be very useful to keep a survival kit handy which can be used if evacuation occurs or mobility is put on hold. Here are some items which would make up a kit:

- Food reserves for 3 days (dry goods (rice, pasta), tins...)
- Drinking water for 3 days
- Small amount of cash
- Torch (+ batteries if required)
- First-aid kit (see health chapter – first-aid kit)
- Road map
- Radio (+batteries)
- Candles and matches



DON'T FORGET

ADICE is only responsible for the people sent on mobility by the organisation! Evacuation will take place with the help of the host organisation. Local personnel (employees, volunteers, other local and international participants, local community...) are not the responsibility of ADICE.

Evacuation can also be brought about by your Embassy in your host country; make sure that you are on the list of expatriate people abroad in order to receive regular security updates.

A FEW EXTRA PIECES OF ADVICE

- Keep some cash on you during evacuation.
- Do not weigh yourself down with heavy items, take only the bare necessities.
- Remember to bring an identity document or a photocopy of one.
- Speak to your tutor from the host organisation in order to know where is a safe place to go in a crisis and the best way of getting there.
- Warn ADICE as soon as possible that there is a crisis, as well as your Embassy in the relevant country to tell them where you are and where you are going.
- Make sure you know the practical aspects of your insurance policy before departure for a mobility period.

Medical evacuation

In security terms, medical evacuation is when someone is evacuated via airlift, by road or by boat due to health problems.

This definition covers a variety of situations from tropical diseases to serious road accidents; the common denominator is that it is impossible for the victim to receive the appropriate care where they are. Medical evacuation can therefore take place within a host country (from a rural area to the capital city where there are hospitals or medical centres) or can involve the victim being taken to another country.



Be aware: medical evacuation is based on a medical decision made by a doctor. No-one else can take such a decision. An evacuation must take place with the support of the insurance company taken for the mobility project.

If a participant faces this kind of situation, it is essential to keep ADICE and the insurance company informed. The insurance will cover all medical fees relating to the care required and will take charge of the logistical side if a participant needs to return to his country of origin. It is important to keep all documents (health care bills, diagnosis bills, medical consultation bills...) so that they may be provided to the insurance company.

After evacuation, the ADICE project officer will organise a debriefing session with the participant to talk about the situation (stress management, help to overcome this difficulty, the next steps to take...).





V. Follow up on the participants' return

In terms of the supervision provided by ADICE, there are several procedures which need to happen once the participant returns home.

1. Preparing for your return

Returning to your home country means leaving behind the people you became close to during your mobility project as well as the places you liked and the environment you built up over a period of several months. It is not always easy to explain your experiences to your friends and family back in your home country and many people feel somewhat disoriented upon their return and feel that they have to readapt to life in their native country.

This phenomenon is known as "reverse culture shock" and it refers to the dissociation participants may feel between themselves and an environment which is perfectly familiar to them.

This state can cause a form of nostalgia to emerge; in order to avoid this setting in over the long term, participants should make sure that they stay in touch with the people they met during mobility as well as renewing contact with the friends they knew before leaving for their mobility. Participants must try to begin new projects.



2. Assessment and capitalisation interview

The assessment and capitalisation interview, upon the participants' return, is realized with the ADICE project officer and is an integral part of the mobility project and the supervision participants benefit from. It is also an opportunity to address security questions and to go back over any incident which occurred in order to analyse participants' reactions and behaviour. Participants' experiences also allow ADICE to evaluate the quality of the supervision provided by the host organisation regarding these issues and the effectiveness of the various tools and resources which have been developed.

During the assessment interview, participants are more than welcome to talk about their feelings and emotions regarding their return home. The ADICE project officer will be able to provide piece of advice or direct participants towards professional help.

Incident review

If an incident occurred which involved mobility being put on hold, suspended or required evacuation, the project officer will go over each incident report with participants in order to analyse the risks and assess the actions of the various parties (ADICE, host organisation, participant).

HERE IS SOME ADVICE TO MAKE YOUR RETURN MORE STRAIGHTFORWARD

- Stay in touch regularly with family and friends throughout your mobility period (don't forget that they also have things going on and will be evolving and changing during the time you are away).
- Prepare and plan for the things you will need to do when you return, for example administrative processes you will need to undertake (health, work, accommodation).
- Plan to spend time with friends and family (weekends...).
- Actively look for an activity (a job, studying...) to do several weeks or months before your return (update your CV...).
- Keep contact details (address/phone number/e-mail address) of the people you met during mobility.

You must remember that it can be frustrating and even confusing to leave behind (perhaps in a difficult situation) the people with whom you shared your mobility period. This is a perfectly normal reaction, but you do not need to feel guilty about it. You were there during a mobility period whose length was fixed by a contract and there is no reason to feel guilty about returning home as planned!!



3. Post mobility medical checkup

ADICE strongly recommends that you go for a post-mobility medical check-up so that full analyses can be carried out to ensure that your general health is good and that you are not carrying any viruses or infections related to mobility (HIV, AIDS, STD, STI, malaria...). You will therefore be asked to carry out the following upon return:

- Lung X-ray
- Urine sample
- Blood sample (Haematozoa check, blood count, sedimentation rate, HIV antibodies, treponemal analysis)
- Stool sample

Medical results are fully confidential; ADICE will not request participants to share their results.





VI. Health and security protocol

Security protocol is a document drawn up by ADICE, the host organisation and participants. It includes:

- The information which can help to evaluate any risks regarding participants.
- Preventative measures and security measures which participants must respect.

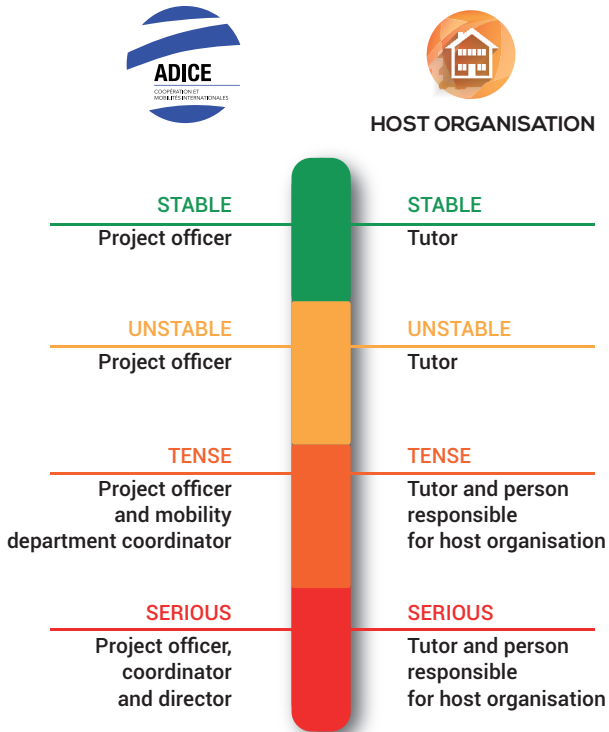
Security protocol is divided up according to the potential risks encountered during a mobility period:

- Political, economic, social and religious situation
- Health
- Travel
- Environmental situation

The different risk areas are themselves divided according to the level of danger, which is represented by different colours for stable, unstable, tense and serious.

The project officer will supervise and support participants, as well as providing long-distance advice, in a relatively independent fashion as long as the security situation is stable. Supervision occurs with the support of the mobility department coordinator when the situation is unstable or tense. If the security situation requires a participant to be evacuated, supervision is carried out with the support of the director of ADICE.

Chart showing the crisis management teams according to the level of alert



Political, economic, social and religious situation

Stable

Stable political environment, stable economic environment (normal prices), no internal conflicts (especially between the State and the Army), no social movements, low crime rate, stable religious environment (religious practices tolerated, no conflict between different religious groups)

- Have a personal mobile phone and make sure that the ADICE project officer and your tutor in the host organisation have your e-mail address
- Find out which organisations are present, follow local and national news (newspapers, television, radio: cross reference your information), make sure you know security protocol and evacuation protocol for the host organisation
- Make sure the relevant authorities know you are present (local authorities, other organisations, European delegation, local communities...)
- Display perfect behaviour (respect, politeness with those around you, show interest...)

Unstable

Unstable political environment (elections, some demonstrations) unstable economic environment (prices rising slightly), rumours of potential internal conflicts (especially between the State and the Army), few social movements, relatively low crime rate, unstable religious environment (some religious practices not tolerated in certain areas, potential conflict between different religious groups)

- Provide the ADICE project officer and your tutor from the host organisation with your mobile phone number and your email address
- Provide updates on at least a weekly basis to your tutor from the host organisation (speak about the current situation in the country...)
- Make sure that you remind the various actors of your presence by being accompanied by your tutor from the host organisation (local authorities, other organisations, local communities)
- Display perfect behaviour (respect, politeness with those around you, show interest...)
- Stay away from demonstrations and similar events

Tense

Very tense political environment (fraudulent elections, many demonstrations...), difficult economic environment (prices rising steeply), internal conflicts (especially between the State and the Army), terrorist attack, many social movements, high crime rate, difficult religious environment (religious practices tolerated in certain zones, much conflict between religious groups), widespread attacks (physical violence, sexual violence...). Conflicts between the participant and those around him/her on site

- Keep up-to-date on a daily basis with information from humanitarian organisations, European delegations and the relevant Embassy. Follow local and national news (newspapers, television, radio: cross reference your information), make sure you know the security protocol and, evacuation protocol for the host organisation and the Embassy
- Make sure that you have register with the Embassy in the country in question
- Make sure you have the necessary personal documents with you (identity card, passport), scanned copies accessible from your email account and paper copies in a safe place
- Display perfect behaviour (respect, politeness with those around you, show interest...)
- You must follow all recommendations provided by your tutor and/or from ADICE (ADICE has the final word)
- Stay in safe areas, away from demonstrations and similar events
- Keep the ADICE project officer up-to-date so that any necessary measures can be taken (medical, legal, evacuation...) as the situation evolves

Serious

National conflicts, unmanageable economic and political situation (total inflation, no government in place), internal conflicts (especially between the State and the Army): Coup, regular terrorist attacks, violent social movements, very high crime rate, unmanageable religious environment (religious practices not tolerated, much conflict between different religious groups). Widespread physical and sexual violence. Violent conflict between the participant and those around him/her on site

- Keep up-to-date on a daily basis with information from humanitarian organisations, European delegations and the relevant Embassy. Make sure you know the security protocol and, evacuation protocol for the host organisation and the Embassy
- Display perfect behaviour (respect, politeness with those around you, show interest...)
- Remain calm and act wisely (not on impulse)
- Do not make decisions alone, follow rigorously advice/instructions from your tutor, ADICE and/or the Embassy
- Stay in safe areas, a long way from demonstrations and similar events. Only take measures for evacuation when it has been decided upon by your tutor, ADICE and/or the Embassy
- Keep ADICE up-to-date so that any necessary measures can be taken (medical, legal, evacuation...) as the situation evolves

Travel

Stable

Roads open, few checkpoints, no curfew, no rumours of kidnappings or demonstrations

- Find out about the state of the vehicle you are using and the roads you are taking, the country's highway code, areas to avoid...
- Keep all useful numbers and contact details with you (tutor, garage, doctor...)
- Carry your international driving licence as well as an identity document (passport) with you at all times and leave copies of them in a safe place
- Inform your tutor if you are travelling in the evening or at the weekend. (Stay vigilant about the areas where you are going and the roads you are using)
- Respect all road safety rules (speed, seatbelts, alcohol...)
- Avoid driving alone or without the required protection (helmet for motorbikes/scooters, seatbelts)
- Avoid travelling alone, avoid places you are advised not to go to, or which you do not know...

Unstable

Some roads closed, some checkpoints (official or not), no curfew, some rumours of kidnappings, regular road accidents, some demonstrations in the region...

- Systematically find out about the state of the vehicle you are using and the roads you are taking, the country's highway code, areas to avoid...
- Travel as little as possible in the evening or at weekends and stick to areas around your living quarters (remain vigilant about the areas you go to and the roads you take, tell your tutor systematically if you are travelling)
- Make sure that the driver respects all road safety rules (speed, seatbelt, alcohol...)
- Do not drive a vehicle alone
- Do not travel alone, apart from in places you know well (only close to your living quarters and work areas)

Tense

Many roads closed, many checkpoints (official or not), curfew in place, fairly regular kidnappings, very regular road accidents, many demonstrations in the region

- Get daily updates from other humanitarian organisations, from the relevant Embassy and European delegations about risks which exist in the region
- Systematically find out about the state of the vehicle you are using, the highway code in the host country and the roads you are taking, the country's highway code, areas to avoid...
- Carry all useful numbers and contact details with you at all times (tutor, garage, doctor...)
- If you have to travel, carry identity documents (passport) with you at all times and leave copies in a safe place
- Do not go out in the evenings or at weekends (curfew, on hold)
- Follow recommendations from your tutor and/or ADICE to the letter (ADICE has the final word);
- Do not travel unless absolutely necessary (always accompanied)
- Make sure that the driver respects all road safety rules (speed, seatbelt, alcohol...) if you have to travel;
- Do not drive alone (strictly forbidden)

Serious

Many roads closed, many checkpoints (official or not) giving rise to conflict, curfew in place, very regular road accidents, many demonstrations...

- Constant updates with your tutor from the host organisation (talk about travel)
- Constant updates with your ADICE project officer (talk about travel)
- Keep permanently updated from other humanitarian organisations, the relevant Embassy and the European delegation regarding risks in the region (checkpoints, kidnappings...)
- Call the emergency contact number of your ADICE project officer at any time
- Carry all useful numbers and contact details with you at all times (tutor, garage, doctor...)
- Carry your identity documents with you at all times (passport)
- Stop your activities/interventions (on hold prior to evacuation)
- Do not go out (curfew, on hold prior to evacuation)
- Follow your tutor's security advice as well as that of ADICE and/or the Embassy; No travel is allowed (driving an individual vehicle is strictly forbidden for participants) except for evacuation
- Display perfect behaviour (respect, politeness with those around you, show interest...)
- Remain calm and act wisely (not on impulse)
- Do not make decisions alone, follow rigorously advice/instructions from your tutor, ADICE and/or the Embassy

Health

Stable

No health concerns for the participant, no risk of an epidemic, no upsurge in disease

- Be careful about the food you eat (especially fresh products) and drinking water
- Protect yourself from mosquitos (mosquito net, long clothes in the evening, anti-mosquito sprays, anti-malaria tablets...)
- Store useful medication in a safe place (first-aid kit at workplace, medical kit at home)
- Avoid becoming dehydrated and protect yourself from the sun
- Keep high standards of hygiene, personally (wash your hands), for your living quarters (toilets, kitchen...) and for your workplace;
- Avoid all risky sexual behaviour (use protection, make sure you know your partner...)
- Get enough rest and avoid any situations causing prolonged stress

Unstable

Some minor health concerns for the participant and some recurring stress problems, no particular risk of an epidemic but infectious disease quite present.

- Pay attention to your state of health
- Be very careful about the food you eat (especially fresh products) and drinking water
- Protect yourself very carefully from mosquitos (mosquito net, long clothes in the evening, anti-mosquito sprays, anti-malaria tablets...)
- Store useful medication in a safe place (first-aid kit at workplace, medical kit at home). Consult a doctor and follow his/her advice
- Avoid becoming dehydrated and protect yourself from the sun
- Keep high standards of hygiene, personally (wash your hands), for your living quarters (toilets, kitchen...) and for your workplace
- Get enough rest and avoid any situations causing prolonged stress (talk with those around you, your tutor and your ADICE project officer if required)

Tense

Health concerns and/or recurring and prolonged stress problems for the participant, risk of an epidemic and infectious diseases (malaria) present

- Consult a doctor immediately
Be very careful about the food you eat (especially fresh products) and drinking water
- Protect yourself very carefully from mosquitos (mosquito net, long clothes in the evening, anti-mosquito sprays, anti-malaria tablets...)
- Store useful medication in a safe place (first-aid kit at workplace, medical kit at home). Consult a doctor and follow his/her advice
- Avoid becoming dehydrated and protect yourself from the sun
- Keep high standards of hygiene, personally (wash your hands), for your living quarters (toilets, kitchen...) and for your workplace
- Get enough rest and avoid any situations causing prolonged stress (talk with those around you, your tutor and your ADICE project officer if required)
- Follow the security advice from your tutor and/or from ADICE (ADICE has the final word)
- Find out which zones have a risk of an epidemic breaking out and avoid them...

Serious

Serious health concerns and/or stress breaking point or the participant, epidemic underway and infectious diseases present

- Inform your tutor directly (and if possible your ADICE project officer) and go straight to the nearest hospital
- Be very careful about the food you eat (especially fresh products) and drinking water
- Protect yourself extremely carefully from mosquitos (mosquito net, long clothes in the evening, anti-mosquito sprays, anti-malaria tablets...)
- Store useful medication in a safe place (first-aid kit at workplace, medical kit at home). Consult a doctor and follow his/her advice
- Avoid becoming dehydrated and protect yourself from the sun
- Keep high standards of hygiene, personally (wash your hands), for your living quarters (toilets, kitchen...) and for your workplace
- Get enough rest and avoid any situations causing prolonged stress (talk with those around you, your tutor and your ADICE project officer if required, who can put you in touch with a psychologist if necessary)
- Remain calm and act wisely (not on impulse)
- Do not make decisions alone, follow advice/instructions from your tutor, ADICE and/or the Embassy to the letter

Serious

- Stay in safe areas, a long way from areas where there are epidemics and do not evacuate until such action has been decided upon by your tutor, ADICE or the Embassy

Environmental situation

Stable

No particular risk of natural disasters (no recent floods, earthquakes, cyclones...)

- Organise updates at least once a month with your ADICE project officer (talk about climatic conditions, the environmental situation...)
- Find out about the risk of natural disasters, levels of alert and evacuation procedures (places of refuge...)
- Carry out your activities at the normal times and in the normal places (intervention zones and travel to be agreed with your tutor from the host organisation)
- Inform your tutor if you are planning to travel or be involved in any activities in the evening or at weekends (remain vigilant about the places you go to and the roads you use)
- Check the condition of your living quarters and your workplace to make sure that the infrastructure is in a good state
- Make sure that your living quarters are not too close to a river or watercourse (on a flood plain) and that they are at an appropriate height

Unstable

Some risk of natural disasters (recent floods, earthquakes, cyclones...), some rumours of possible natural disasters

- Stay informed very regularly about the risk of natural disasters, levels of alert and evacuation procedures (places of refuge, Embassy contact...);
- Ask your tutor from the host organisation about any changes in timings, activities which could possibly occur (intervention zone/time and travel);
- Only go out in the evening and at weekends to places which are close to your living quarters and tell your tutor if you are planning to travel (greater vigilance about where you are going and the roads you are taking);
- Regularly check the condition of your living quarters and your workplace to make sure that the infrastructure is in a good state;

Unstable

- Make sure that your living quarters are not too close to a river or watercourse (on a flood plain) and that they are at an appropriate height.
- Listen to and obey all instructions and recommendations made by those on site (tutor, host organisation manager, ADICE) if the level of alert rises.

Tense

Definite risk of natural disasters (recent floods, earthquakes, cyclones...), early warning signs (flood waves, heavy rainfall, high winds, earth tremors), high alert level, many rumours of approaching natural disasters.

- Organise daily updates with tutor from the host organisation (talk about climatic conditions, the environmental situation...);
- Organise updates at least twice a week with your ADICE project officer;
- Keep updated on a daily basis from other humanitarian organisations, the relevant Embassy and the European delegation regarding risks of natural disasters in the region;
- Carry useful numbers and contact details with you at all times (tutor, doctor, Embassy...);
- Carry identity documents (passport) with you at all times and leave copies in a safe place;
- Ask your tutor from the host organisation about any changes in timings, activities which could possibly occur (intervention zone/time and travel);
- Do not go out in the evening or at weekends (curfew, on hold);
- Check the condition of your living quarters on a daily basis to make sure that the infrastructure is in a good state; Stay in a safe and secure place which is also high up;
- Follow the security advice from your tutor and/or from ADICE (ADICE has the final word);
- Do not travel anywhere unless absolutely necessary (always accompanied).
- Keep updated on a daily basis about the environmental risks, alert levels, evacuation processes (safe places, Embassy contacts...)



Serious

Natural disasters has occurred (recent floods, earthquakes, cyclones...), very worrying warning signs (flood waves, regular very heavy rainfall, high winds, earth tremors...).

- Organise permanent updates with tutor from the host organisation (talk about climatic conditions, the environmental situation...);
- Keep updated on a daily basis from other humanitarian organisations, the relevant Embassy and the European delegation regarding risks of natural disasters in the region (places of refuge, Embassy contact);
- Carry useful numbers and contact details with you at all times (tutor, doctor, Embassy...);
- Carry identity documents (passport) with you at all times and leave copies in a safe place;
- Stop all activities and interventions (on hold before evacuation);
- Do not leave your workplace/living quarters (curfew, on hold before evacuation);
- Check the condition of your living quarters with your tutor on a daily basis to make sure that the infrastructure is in a good state;
- Stay in a safe and secure place which is also high up;
- Remain calm and act wisely (not on impulse); display perfect behaviour;
Do not make decisions alone, follow advice/ instructions from your tutor, ADICE and/or the Embassy to the letter;
- Do not travel anywhere and do not proceed to evacuation until such action has been decided upon by the tutor, ADICE or the Embassy.

Security incident report

Date

Time

Place

Incident	
TYPE	TARGET
Accident/injury	Property
Attack/attempted attack	Vehicle
Car accident	Participant
Attack, shooting, kidnapping	Personnel from the host organisation
Other:	Other:

Details about the incident

Action taken and recommendations

Report

Written by:

Name

Position

Date

Security incident report

Date

Time

Place

Incident	
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Details about the incident

Action taken and recommendations

Report

Written by:

Name





Position

Date



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