

MODEL CONTINGENCY/EVACUATION PLAN

The following plan is general in nature and is intended to serve as a model in various locations where such is needed. It is not intended to be all-inclusive.

THE PLAN

The plan is formulated in three phases.

For the purposes of this plan, the term “personnel” refers to the following individuals:

<i>General Manager</i>	}	<i>Expatriates</i>
<i>Technical Adviser</i>		
<i>Plant Director</i>		

The term “families” refers solely to the spouses and any dependent children of these persons resident with them in (country).

PROLONGED DETERIORATION

This is divided into three phases.

Phase I is now implemented,

Phase II will be implemented when conditions have become more serious but are not yet critical, and

Phase III when it is considered that the present management team can no longer operate effectively in country.

The General Manager will maintain close contact with Corporate Security regarding the implementation of Phase II. Corporate Security will assist on site if the implementation of Phase III seems likely.

PHASE I

1. All personnel have now registered themselves and their families with the Embassy of that country whose passport they hold.
2. An “emergency store” has been set up in each home on the assumption that normal supplies will be interrupted. The contents of the store include, but are not necessarily limited to:
 - A five day supply of drinking water and canned food
 - Adequate emergency lighting and spare batteries
 - A portable radio with spare batteries
 - Any medication taken regularly
 - Reading material

- Toys and games
 - High capacity mobile phone battery
 - First aid kit
3. Full-fare, unrestricted, open, dated, round-trip first class air tickets have been purchased for all personnel and their families to the following destinations:

Nearby Locations

4. Personnel are now holding US \$1000 cash and an equivalent sum in local currency for themselves and each member of their families. The cash is being kept in safe places in their homes.
5. All passports have a remaining validity of at least six months.
6. All personnel are equipped with mobile phones and at least one high capacity battery.
7. All personnel have familiarized themselves with the location of the residences of the others and have planned routes to each. Spouses also have this knowledge.
8. All personnel should plan a route from their home to the following hotels:

Selection of local hotels

The routes should avoid, where possible, government buildings and known trouble spots (see Phase II below).

9. A list has been made of clothing and other requirements which families will need to take with them if they leave the country. A separate list has been made by personnel themselves. Items of luggage have been identified (or obtained) and earmarked accordingly. ONE piece of hand luggage per person has been set aside to contain essential items only.
10. Household pets are no longer considered an issue.
11. All vehicles should be kept in a good state of maintenance and as much as possible, have full fuel tanks.
12. A list of the following telephone numbers is taped next to home telephones and placed inside the carrying cases of mobile phones:
- Embassy
 - Nearest police station
 - Doctor
 - Nearest hospital
 - Nearest fire station

- Home and mobile phone numbers of all other personnel
- Corporate Security
- Local security service

An agreement has been made with the local company _____ whereby emergency assistance will be provided in the form of early warning were possible, transportation to point of exit, drivers, escorts, and personal physical protection.

Local security service staff holds all contact numbers for personnel and are familiar with residence locations.

The company is located at:

Location of local security service including phone number and fax number.

Emergency contact numbers are as follows:

<i>Name</i>	<i>Home tel. #</i>	<i>Mobile tel. #</i>
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It is stressed that these numbers are for use in an emergency only and are not for routine briefings or consultation.

PHASE II

1. Families should leave country.

For the peace of mind of personnel, families should leave before their personal safety becomes an overwhelming consideration. This is not an emergency evacuation, only a precaution, and it will greatly facilitate the implementation of Phase III, should this become necessary.

2. Personnel should take up residence in the _____ Hotel. If possible, accommodation should be obtained in specific hotel rooms (those in most secure locations).

If the _____ Hotel should be unobtainable, then in order of preference, personnel should move to the _____ Hotel or the _____ Hotel (good security plans and helipad available). Personnel should NOT become separated from each other and should be in the same hotel.

Potentially hazardous home to office journeys will be avoided, and all personnel will be in one place to facilitate the implementation of Phase III, should this become necessary.

3. Personnel should be prepared for the implementation of Phase III at short notice. As far as possible, this includes having both personal and business affairs in a condition in which they can be left.

PHASE III

1. All personnel will leave country.

Corporate security will be on site to assist if possible. Local security service will be on hand and will assist with transportation to the airport or out of city to a place of safety, according to conditions.

Precisely how and when this is to be achieved will be dictated largely by circumstances prevailing at the time, however, the following points should be considered.

- a. It may be that only hand-baggage can be taken.
- b. Departure may be under conditions of urgency.
- c. The period of absence from city may be prolonged.

SUDDEN DETERIORATION

The following assumes that Phase I above has been fully implemented.

1. All personnel and their families should remain at home.
2. Contact local security service and corporate security, in that order.
3. Pack ONE piece of hand-luggage per person with essential items only (see Phase I) if this has not already been done. It may not be possible to travel with more.
4. Monitor local radio broadcasts in English, and ensure that local staff monitor radio broadcasts.
5. Contact Embassy staff for advise, but make all efforts to contact corporate security or local security service and other personnel before changing location.
6. Further revisions of this plan will be issued as and when necessary.