**Relocation Plan for the JRCS BHC-ERU Delegates (XXXX)**

**1. Scope**

This relocation plan is applicable to all the JRCS BHC-ERU Delegates.

**2. Security Phases**

The Federation is using standardized phases within its international operation. These are referred to within this brief and are as follows:

**White: Normality**

**Yellow: Heightened Tension / Low intensity Conflict**

**Orange: Emergency Situation**

**Red: Total Relocation**

**3. Assembly points**

Assembly Point:

Meeting Room – XXXX 1st Floor Meeting Room

Evacuation Point:

XXXX Airport in XXXX, XXXX

 XXXX International Airport in XXXX, XXXX

 XXXX International Airport in XXXX, XXXX

**4. Routes and means to be used for the relocation**

4.1 To assembly points: XXXX 1st Floor Meeting Room

By Road: Foot, Public Transportation

4.2 To the Evacuation point: XXXX Airport, XXXX Airport, XXXX Airport

JRCS ERU Team vehicles

4.3 Exit from XXXX

- Scheduled Commercial Flights from the International Airport in XXXX, XXXX

- Chartered Aircraft from the International Airport in XXXX, XXXX

**5. Telecommunication**

5.1 Pre relocation

**-** Mobile/Sat phone

5.2 During relocation

**-** Mobile/Sat phone as back up

- Security Alerts to be sent via SMS

- No Delegate or is to be left in a location without immediate access to working communications.

5.3 Post relocation

-Mobile phone

-Email, SMS

**6. Monitoring of situation and information networking**

The JRCS TL is to subsequently brief their own staff (Delegates, National Staff, Community Volunteer).

Priority is to be given to the rapid dissemination of information to all staff.

**7. Liaison networking**

The JRCS TL will keep in close communication with the Federation Head of operation and security focal point, the other JRCS staff, the Japanese Embassy and the JRCS HQs for up-to-date situation monitoring.

**8. Assets and equipment to be relocated and/or left behind.**

To be determined by the JRCS TL in consultation with the JRCS HQs beforehand.

Once **Orange: Emergency Situation** or any situations equivalent to it has been declared.

8.1 Items to be relocated

 - Vehicles

- Satellite phones

 - Laptops (One Laptop per person)

 - Mobile phones (One phone per person)

8.2 Items to be left behind

- ERU equipment (Furniture, medical items, medicines)

- Printers

- Inverters

- Wireless access point

- Electrical cables

**9. Actions regarding local staff.**

In case of the relocation out of country, Community Volunteer will be laid off with half month wages paid before the departure of the staff.

**10. Handover of office and assets**

10.1 Documents to be taken

In case of the relocation out of the county, the following documents will be taken with the JRCS delegates.

 - Programme related documents such as MoUs, Letters.

 - Contract (HR, Vehicle, Accommodation….)

- Contact List

10.2 Documents to be disposed

In case the relocation out of the county, the following documents must be disposed before the departure.

 - Medical records

 - Logistics Documents (Requisitions, Waybills…)

 - In/Out file

 - Assessment reports

10.3. Contract issues

All the payment should be completed before the relocation out of the country.

**11. Evacuation Bag**

Personal Evacuation Bags are not to weigh more than 10kgs. The following should be included:

- Passport

- Vaccination card

- ID card

- JRCS Badge

- Mobile phone / Satellite phone with battery charger

- Medications, First Aid Kit

- Credit cards, Bank cheque and cash

- Plane tickets (if issued)

- Lap top and other smaller electronic equipment

- Personal items

- Change of clothes

- Spare keys (Vehicle, warehouse etc)

- Map

- Contact list