

### COLLECTIVE CONTINGENCY PLANNING

Contingency planning is essential prior to predicted periods of uncertainty. The following advice is prepared based upon a worst case scenario where movement becomes dangerous due to increasing insecurity, communications become difficult or impossible, normal trading has ceased and the civil authority is under significant pressure in dealing with lawless situations.

<b>COLLECTIVE PREPARATION</b>	
<b>Staff Details</b>	Address and contact details for all staff held centrally.
<b>Next of Kin</b>	Next of Kin/alternative contact details should be held centrally for all staff.
<b>Wardens</b>	Nominate a person in each department who may account for the people within.
<b>Communication Plan</b>	A call-tree or equivalent to ensure that information is effectively cascaded to all staff.
<b>Back-Up Communications</b>	Ensure back-up phones have full battery and airtime. Ensure any radios are charged with spare batteries charged as well.
<b>Cash</b>	Ensure a reserve of cash is available centrally. Cash is king in a difficult situation.
<b>Vehicle Fleet</b>	A full asset register of vehicles (by location) should be held centrally.
<b>Vehicle Security Plan</b>	A plan for where vehicles will go in the event of them being unable to move freely.
<b>Fuel Plan</b>	A plan to ensure company vehicles are always fueled to at least half tank.
<b>Reserve Fuel</b>	Where possible, each vehicle should be equipped with an emergency jerry can of fuel.
<b>Police Escorts</b>	A plan to call upon Police escorts if and when required.
<b>Confidential Paperwork</b>	Confidential paperwork must be moved to be held centrally so it is quickly accountable.
<b>Visit Freeze</b>	Consider and communicate a visit freeze during election week.
<b>Meeting of EPC</b>	The Emergency Planning Committee must meet to agree plans and preparations.

For further advice please contact WS Insight Advisory team.